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ABSTRACT

This Systems and Procedures Exchange Center (SPEC) kit compiled by the Association of Research Libraries (ARL) contains documents pertaining to bibliographic access in ARL libraries. Data collected in a 1975 SPEC user services survey are presented in two tables to illustrate new, eliminated, and planned services in ARL libraries and methods of dealing with common obstacles to bibliographic access in research libraries. Additional contents include: (1) selected portions of a report to the Council on Library Resources describing automation projects and plans for change in academic libraries; (2) a description of procedures for the use of the OCLC (Online Computer Library Center) system from the University of Connecticut; (3) a description of an automated catalog card production system from the University of Maryland; (4) reports on library automation, and limited cataloging, pamphlet cataloging, and discard from Pennsylvania State University; (5) guidelines for implementing search services from the University of California at Berkeley; (6) selected portions of a report on computer-assisted information services from Northwestern University; (7) a discussion of factors to consider in the implementation of the Lockheed Dialog online bibliographic information retrieval service from the University of Nebraska, Lincoln; (8) a draft version of a computer search reference manual from Stanford University; and (9) a description of an automated literature search service from the University of Pennsylvania. (KM)

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Bibliographic Access

Kit 26

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BIBLIOGRAPHIC ACCESS IN ARL LIBRARIES

KIT NO. 26 -- APRIL 1976 *

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New, Eliminated, and
Planned Services in ARL Libraries

(Data Collected From
SPEC User Services Survey in
November, 1975)

COMPILED BY:
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New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
University of Arizona	Computer-based literature search services; PLATO IV computer-based instruction program--library orientation and beginning research strategies; Undergraduate library orientation programs; Information desks in lobbies of Main Library and Science/Humanities Library; Extended library hours; library guides; formal library tours and lectures; Extension of special borrowing privileges to all adult residents of the State of Arizona.	Central reference desk now closes at 10:00 P.M. rather than 11:00 P.M.	When the new Main Library opens in 1977, the following services will be added: Media Center; Current Periodicals Room; and Central Reference Area (excluding science).
Arizona State University	Various KWOC indexes.	Campus book delivery service; ILL shuttle to sister institution.	
Brigham Young University	Computer-based bibliographic searching; faculty book delivery and pick-up service; free user access with activity card for all faculty, staff, and students from our institution to all college and university libraries in the state.		Automated circulation system; automated acquisitions system; regional cataloging program by automation (OCLC, etc.); Documentation is not available as formal proposals have not yet been developed.
University of British Columbia	Current awareness profiles (mainly to faculty) based on machine-readable accessions file. Fiche readers for loan. Calculators for in-house use. MEDLINE for UBC and non-UBC users. Term paper "clinic" on a trial basis in the undergraduate library during the current year. Data Library for collection and access of machine-readable files (locally compiled and outside sources).	Currently in process of reviewing services to off-campus users. Reference and traffic surveys have been used to accumulate data on services provided. During the coming year, the Library faces reductions in services and will consider the introduction of fees permitting cost recovery for service to off-campus users. No service reductions have yet been introduced, except for adoption of $8.00 fee for interlibrary loan. A proposal for provincial funding will be presented this spring in the hope of avoiding substantial fees for services to the community.	
University of California Berkeley	Computer-based bibliographic searching; Graduate bibliographic service; Library delivery service; "Library Information Desk" at the main entrance for the first two weeks of each academic quarter.	Hours library units are open have been reduced. Recently the Interlibrary Loan Office has been closed to the public half-a-day every day.	To provide bus service between the University of California at Berkeley and the University of California at Davis and Stanford University.

New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
University of California San Diego	Instructional Services Program, including course for undergraduates in Use of Academic Libraries; Loan of art work from undergraduate library; Computer-based bibliographic searching; Interlibrary loans to undergraduates, UC and local; Cataloging copy (photocopied from NUC) supplied through ILL to local community colleges; Use of Codaphone for receiving community colleges ILL requests; Current awareness service from science and engineering library (SDI).	Telephone reference service has been reduced because staff cannot handle the volume; In-depth personalized reference services reduced because of cramp of time for existing staff; Shelf maintenance, particularly shelf-reading, reduced because of increased ciruclation but no increase in staff.	Increased demand for existing services with decreased budget prevents us from offering new services. However, we are considering adding, as part of the Instructional Services Program, upper division major or graduate bibliographic instruction seminars.
University of California Santa Barbara	Computer-based bibliographic searching; the loan of portable microfiche readers; UG borrowing within system and from State Library; Library instruction courses; Paging of material from on campus storage areas.		Generalist Library (1977); Centralized Microform service (1977); Closed circuit TV terminals (1977).
Case Western Reserve University	Publication of a library guide; Public access to OCLC terminals; Public access to non-bibliographic data bases; organized program of library instruction and orientation; Reciprocal borrowing to OCLC Ohio participants and members of NEOMAL (North East Ohio major academic libraries).	Reduction of number of hours of professional staff coverage for reference service. Cleveland Regional Union Catalog has been closed to new filing. It is a retrospective tool that is still being serviced and is supplemented by an OCLC terminal located in that area. Computerized circulation system.	Public access to journal holdings via the OCLC terminals. Extended program of library instruction and orientation. Extension of on-line access to the public catalog.
University of Colorado Boulder	Computer-based reference services Faculty (book) delivery service; Term paper clinic and workshops; Center for Research Libraries.	Faculty delivery service -- eliminated because of budgeting squeeze.	
Columbia University			Documents service.
University of Connecticut	Telephone copy request service, loan of micro-readers, information desk, A/V, public circulation terminal, poetry reading, research methods course, Connecticar, public borrower (wider access).	College Catalog Collection (replaced by micro)	Automated literature searching - NASIC Individual new book lists

New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
Cornell University Libraries	Computer-based searching: NEWRIT terminal in Engineering Library	—	A formal campus-wide orientation/instruction program is now being planned and will be implemented in August, 1976.
John Crerar Library	On-line bibliographic searching; Delivery service on a reimbursed basis.	Evening hours eliminated; Translating services (in our Research Information Service - not to be confused with "collecting function" of National Translations Center.	Midwest Health Science Library Network has a large-scale planning process underway in the six state region, involving "Nominal Group" techniques, diagnostic interviews, etc.
Dartmouth College	Computer-based bibliographic searching; loan of portable fiche readers; accelerated bibliographic instructional programs; public-use computer terminal stations; computer-assisted instructional programs; self-guided tours; COM fiche serials and in-process lists for public use.	Free borrowing privileges for non-college users; hardcopy recent acquisitions list.	Public access on-line serials list (OCLC); acquisition of data bases; closed-circuit TV instructional capabilities.
Duke University	Introduction of copying facilities in the stacks and other parts of the building.	Elimination of borrowing privileges to elementary and high school students.	Audio-visual services; on-line computer based information retrieval; bibliographic instruction.
University of Florida	Computer-based bibliographic searching. Computer-aide data manipulation with censor tapes.		
Florida State University	Computer-based bibliographic searching (for cataloging); Full-time librarian to develop library-use courses and to develop plans and resources for staff training; MEDLINE and other data bases.		
Georgetown University	ILL searching via OCLC system and TWX facilities; Offer large variety of Audiovisual services; film, tapes, TV production facilities, in-house production of transparencies, slides, prints, etc.; Expansion of inter-library deliveries from 3 times weekly to daily and from only the 5 consortium libraries to entire metropolitan area.	Regular lists of newly acquired accessions to library's collections.	Possible installation of an information retrieval system such as the Lockheed System; Enlarged graphic arts facilities for production of classroom teaching aids.
Harvard Business School Baker Library	Computer-based bibliographic searching; Loan of portable fiche readers; open-shelf "core" collection; mini-lists or short bibliographics or handouts.		

New, Eliminated, and Planned Services in ARL Libraries[1]

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
Harvard - Fine Arts Library	Table-top rear screen projection slide viewing machines for the individual study of slides by students.	Opening hours have been reduced from 78 to 68 hours a week.	Microfiche documentation of illustrated exhibition catalogs will be greatly expanded.
Harvard - Frances Loeb Library Grad School of Design	Microfilm/Microfiche reader-printer Book searches for users Order slips in publis catalogue		
Harvard - Widener Library	Personalized bibliographic instruction by the Reference Division.	Searching books for patrons evenings after 5 p.m.	Central Serials file of serials ordered but not yet cataloged (on fiche). A marked copy of Ulrich for Widener Periodical Room Holdings.
Univ. of Illinois at Urbana-Champaign	Term Paper Clinic; Question Board; Expansion of photocopy facilities; Undergrad Lib. on-line circ. system; Loan of microfiche readers; liberalized access to main book stack; expansion of access to collection and services through state interlibrary loan system and a state-wide borrowers card system.	Elimination of one departmental library	Expanded Library Instruction via A-V (slide and tape) equipment and via PLATO terminals experimental Library Internship program.
Indiana University[2]	Installation of five book drops in various locations on campus. In-depth reference interviews for which appointments are made at least a week in advance. Loan of cassette tapes(spoken word) and portable players; addition of videocassette collection; music on audiocassetts; PLATO CAI terminals; hardware & software for slide/tape facility; paperback browsing collection(general & recreational); also Information Desk in Main Lobby(directional and referral)serving Main Library; individual and class group instruction in the availability and use of library resources; telephone renewals. Providing contents pages from biology journal issues currently received. Chemistry Department's Chemical Information Center provides on-line searches of Lockheed's and SDC's data bases. Education Library has a computer search of the ERIC tapes called Probe.		

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[1] Data limited to responses written directly on SPEC Survey questionnaire.

[2] Some of response to this question has been deleted due to space considerations.

New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
Indiana University (continued)	Portable readers are available for checkout to read the microforms which can be checked out of the Education Library. Microfiche are made available through inter-library loan to patrons all over the state. Music: Formal reference services; slide orientation program; increased access to audio collection. Serials: Computer-based bibliographic lists of serials on subscription have been used as "subject" lists by patrons.		
University of Iowa	Undergraduate Library; Expansion of Main Library circulation services; MEDLINE and ERIC; Computer produced quarterly Iowa State documents list; I-LITE (state teletype loand and reference network); Library Science Library; Health Sciences Library; Libraries Newsletter.	A cut of 12 hours of service per week in the Main Library. Elimination of a graduate reserved book room -- consolidated with the undergraduate reserved book room in the Main Library.	On-line serials catalog. Institution of fines for overdue faculty loans.
Iowa State University	Bringing existing computerized current awareness service under library control. Beginning retrospective computerized bibliographic searching. Developing computer-generated subject index call to indexes and abstracts in reference collection. Developing computer-generated list of new reference titles with keyword, author and call number indexes. Developing computer-generated index to local newspaper.	Small undergraduate library collection (15,000 volumes). Dormitory libraries.	
Johns Hopkins University	Computer-based bibliographic searching. (Since July, 1975); SDI services to faculty and researchers.(Since October, 1975); New on-line circulation system which also provides access to materials on order.(Since May, 1975);Using OCLC for interlibrary loan activities; Weekly bus service to Washington,D.C. Libraries; National telex hook-up; Joining CRL; Increased hours in Undergraduate Library to 24 hour service; Consolidation of Reserve Services and extension of hours; Book storage facility on campus set-up for better used materials; Guide to library published; Library Instruction Program begun.	Abandoned old circulation system. Reduced operating hours of research library from 112 to 103. Reduced staffing on unfunded positions.	In-house bindery coordinated. Library Instruction Program.

New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
Joint University Libraries	Computer-based bibliographic searching and cataloging--use for interlibrary loan; Change in method of handling microforming of periodical back files which gives public direct access; Television News Archives greatly expanded; Separate Art Library with a specialized reference service; Incorporation of the Curriculum Laboratory, which includes testing materials, into the Education Library; Government Documents collection organized within the last five years; Xerox copying greatly expanded.	No services have been reduced or eliminated during the last five years.	Media center planned; Public access to on-line computer data bases and indexes planned; Plan to put the Public Catalog(current); system-wide into machine-readable form. Present Catalog would be in microform; Supplement plans for a separate non-book collection.
University of Kansas	SDC and DIALOG just introduced; chemical titles search tapes used in science library.		Will be going on to OCLC the first part of 1976.
University of Kentucky	Selected State Documents list, Selected Federal Documents List; computerized literature searching (SDC and Lockheed); circulating spoken word collection on cassettes; current-awareness table-of contents projects; library instruction program (both by individual librarians teaching courses and by the activities of the Instructional services department; branch library for business and economics; resource utilization group to serve as liaison with academic departments.		Cataloging and acquisition of machine-readable files circulating collection of music on cassettes.
Louisiana State	Computer searches through North Carolina Science and Technology Research Center; on-line cataloging through the Southeastern Library Network.		
Massachusetts Institute of Technology	Computer-based bibliographic searching (NASIC); Loan of portable microfiche readers; Videotape collections; Computer terminals for student use; Wang calculators for student use; Project TIP; Project Intrex.	Project TIP; Project Intrex	Cable TV programming
University of Massachusetts/Amherst	Computer assisted bibliographic searching; Audio-visual course reserves; consortia information; direct borrowing within consortium membership; Computer terminals for users of University computers; Full time staffing of the microforms area; Carreis (600 private, lockable studies)	Current Periodical Room disbanded (and then re-instituted); Information desk in lobby eliminated due to staff shortages; Coin-operated typewriters dropped due to low volume of use.	

New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
Indiana University (continued)	Portable readers are available for checkout to read the microforms which can be checked out of the Education Library. Microfiche are made available through inter-library loan to patrons all over the state. Music: Formal reference services; slide orientation program; increased access to audio collection. Serials: Computer-based bibliographic lists of serials on subscription have been used as "subject" lists by patrons.		
University of Iowa	Undergraduate Library; Expansion of Main Library circulation services; MEDLINE and ERIC; Computer produced quarterly Iowa State documents list; I-LITE (state teletype loand and reference network); Library Science Library; Health Sciences Library; Libraries Newsletter.	A cut of 12 hours of service per week in the Main Library. Elimination of a graduate reserved book room -- consolidated with the undergraduate reserved book room in the Main Library.	On-line serials catalog. Institution of fines for overdue faculty loans.
Iowa State University	Bringing existing computerized current awareness service under library control. Beginning retrospective computerized bibliographic searching. Developing computer-generated subject index call to indexes and abstracts in reference collection. Developing computer-generated list of new reference titles with keyword, author and call number indexes. Developing computer-generated index to local newspaper.	Small undergraduate library collection (15,000 volumes). Dormitory libraries.	
Johns Hopkins University	Computer-based bibliographic searching. (Since July, 1975); SDI services to faculty and researchers.(Since October, 1975); New on-line circulation system which also provides access to materials on order.(Since May, 1975);Using OCLC for interlibrary loan activities; Weekly bus service to Washington,D.C. Libraries; National telex hook-up; Joining CRL; Increased hours in Undergraduate Library to 24 hour service; Consolidation of Reserve Services and extension of hours; Book storage facility on campus set-up for better used materials; Guide to library published; Library Instruction Program begun.	Abandoned old circulation system. Reduced operating hours of research library from 112 to 103. Reduced staffing on unfunded positions.	In-house bindery coordinated. Library Instruction Program.

New, Eliminated, and Planned Services in ARL Libraries

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Joint University Libraries	Computer-based bibliographic searching and cataloging--use for interlibrary loan; Change in method of handling microforming of periodical back files which gives public direct access; Television News Archives greatly expanded; Separate Art Library with a specialized reference service; Incorporation of the Curriculum Laboratory, which includes testing materials, into the Education Library; Government Documents collection organized within the last five years; Xerox copying greatly expanded.	No services have been reduced or eliminated during the last five years.	Media center planned; Public access to on-line computer data bases and indexes planned; Plan to put the Public Catalog(current); system-wide into machine-readable form. Present Catalog would be in microform; Supplement plans for a separate non-book collection.
University of Kansas	SDC and DIALOG just introduced; chemical titles search tapes used in science library.		Will be going on to OCLC the first part of 1976.
University of Kentucky	Selected State Documents list, Selected Federal Documents List; computerized literature searching (SDC and Lockheed); circulating spoken word collection on cassettes; current-awareness table-of contents projects; library instruction program (both by individual librarians teaching courses and by the activities of the Instructional services department; branch library for business and economics; resource utilization group to serve as liaison with academic departments.		Cataloging and acquisition of machine-readable files circulating collection of music on cassettes.
Louisiana State	Computer searches through North Carolina Science and Technology Research Center; on-line cataloging through the Southeastern Library Network.		
Massachusetts Institute of Technology	Computer-based bibliographic searching (NASIC); Loan of portable microfiche readers; Videotape collections; Computer terminals for student use; Wang calculators for student use; Project TIP; Project Intrex.	Project TIP; Project Intrex	Cable TV programming
University of Massachusetts/Amherst	Computer assisted bibliographic searching; Audio-visual course reserves; consortia information; direct borrowing within consortium membership; Computer terminals for users of University computers; Full time staffing of the microforms area; Carreis (600 private, lockable studies)	Current Periodical Room disbanded (and then re-instituted); Information desk in lobby eliminated due to staff shortages; Coin-operated typewriters dropped due to low volume of use.	

New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
(University of Maryland (College Park)	Separate undergraduate library; On-line literature searches (equipment on order); Computerized list of materials in special paperback collection; Computerized listing of course reserves; System-wide delivery service; Card catalog assistance service and author/title information service provided by Technical Services; Production of cards for libraries outside system.		We are planning greatly expanded program of library instruction to undergraduates. We have, as a long-range project, the computerization of our catalog records, i.e., the creation of a bibliographical data base for use in the acquisition and cataloging processes. The data base will initially contain all MARC records and will be updated with our new non-MARC holdings and subsequently all holdings.
University of Michigan Ann Arbor	State Access Office (statement of policies and procedures); Bibliographic Instruction; Tape/Slide Orientation Program for University Library System; HHGL Guide Series; Miscellaneous Bibliographies; HHGL Newsletter; GL-UGL Automated Circulation Services, COM; Services for handicapped students (SC R5); Documents Service; MEDLINE.	Browsing Collection eliminated--budget cut; Graduate Library hours reduced--Spring/Summer terms (Sunday-Friday), and Fall and Winter terms (Friday evening and Saturday mornings)--budget cut.	Expanded bibliographic instruction for Comparative Literature in Fall, 1975, and Archeology in Winter Term 1976. A new title in the HHGL Guide Series will be added in 1976, The American Revolution, 1763-1783: Selected Reference Sources.
Michigan State University	Data base searching services; provision of photocopies of journal articles in response to telephone requests from faculty in sciences; expanded materials delivery service; free manual typewriters; coin-operated calculators; audio cassette tapes and equipment; audio-visual carrels; commercial photocopy concession in-home; established browsing collection; established art library; use of Pathfinders and development of other such guides; SDI service based on weekly accessions list.	Eliminated one small branch library in agricultural engineering and one small dormitory library.	Expansion of data base searching services. Expansion of non-print facilities to include video equipment and materials. Expansion of orientation programs. Expansion of searching service to include immediate book location assistance.
University of Minnesota	Document delivery service; data base searches.	Catalog Information Desk Service reduced not by decreased need but by lack of staff.	Audio visual instructional materials; More data base terminals throughout the system.
National Agricultural Library	CAIN on-line; Regional Document Delivery via Land-Grant Libraries.	New Book Shelf: weekly selected accessions list discontinued, January 1972.	Public access to on-line cataloging terminals. Photographic reproduction of pictures, graphs, plates from publications which cannot be reproduced in sufficient detail by electrostatic copiers. Current awareness system for USDA staff which would be computer generated.

New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
National Library of Medicine	MEDLINE, CATLINE, TOXLINE, CHEMLINE, AVLINE and other related on-line data bases.		Toxicology Data Bank: On-line service containing data on chemical substances with known toxicity. Laboratory Animal Data Bank: On-line service containing information on laboratory control animals.
University of Nebraska-Lincoln	Provision of Fiche to Fiche duplication services, the loan of portable micro-fiche readers; Establishment of Engineering Branch Library.	Closing of the Undergraduate Library in December, 1975 and consolidation of undergraduate services in main library (Love Library)	Lockheed/Dialog On-Line Bibliographical Retrieval Service; Computerized System for F.Y. 1977/78.
New York Public Library	Automated book catalog; rehabilitation of card catalog; shared resources program of RLG; membership in Center for Research Libraries; establishment of Conservation Division; Central Serial Record; Dance Collection Catalog; in-process file.		Acquisition Division will be automated, using system from Columbia University; on-line searching of MARC and related data bases; agreement with G.K. Hall to provide bibliographic data for guides in various subjects.
New York State Library	Data Bases (OCLC, Medlars, ERIC, SUNY Biomedical, N. Y. Times); Public COM catalog for serials; Legislative Research Service, Audiotape service for blind; state agency service.	Direct borrowing privileges (reduced) Film library (eliminated).	Expanded and increased service to State government.
Northwestern University	Computer-based bibliographic searching and current awareness; User access to circulation file through CRT at Information/Reference Desk; ERIC Slide/Tape Presentation; Twice weekly orientation tours for new students throughout academic year; Orientation tours for new graduate students; Publication of Undergraduate Forum; Creation of new position, Urban Affairs Librarian, for outreach and special services.		User access to on-line card catalog in early planning stages.
University of Notre Dame	Orientation Tours--freshman and special interest on request; Loan of portable microfilm readers; Librarians assigned to academic departments as liaison established a permanent inventory procedure.	Acquisition list was eliminated; Fewer information desks are staffed; Reduced number of overdue notices sent before billing.	Establishment of separate document collection; Automation of circulation system; Establishment of undergraduate library.

New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
Ohio State University	Automated Circulation System(LCS); On-line Cataloging--OCLC (Ohio College Library Center); Public access to both LCS & OCLC terminals; Mechanized Information Center; Document Delivery.	Mechanized Information Center which provices computer-based information/bibliographic services now charges for some of its services; 3 of 8 information retrieval services have been eliminated. Reduced mailing frequency of notices to patrons: overdue notices: mailing reduced from biweekly to monthly fine notices: mailing frequency reduced from monthly to quarterly.	Included in current remodeling: increased public access to LCS & OCLC terminals; increased CAI and coin-operated typewriters. Currently experimenting with New York Times Information Bank. BASIS Planning to put card catalog on on-line and closing traditional card catalog, 7-4-76.
Oklahoma State University	Special Collections and the Map Room have increased hours in response to user demand.		
University of Oregon	On-line Bibliographic Searching of off Campus data bases; access to BLL via CRL membership; OSSHE union list of serials; KWOC indexing begun of valuable collections of historical negatives and historical sheet music; decentralized I.C.C. services.		By July 1, 1976 multipoint bibliographic access to all University of Oregon cataloged resources via a basic microfiche catalog (film to fiche) plus bi-weekly cumulative color supplements produced by Blackwell's of North America. Microfiche catalogs in science, law and art/architecture libraries, will be tied to delivery service. Fiche catalogs will be located in all subject divisions as well as branch libraries. Pilot subject in one department also. In addition to the University of Oregon catalog, we will also have the film to fiche basic catalogs of Oregon State.
University of Pennsylvania	On-line bibliographic searching; free provision of journal articles through ILL office.		
Pennsylvania State	Cassette listening services, loan of portable microfiche readers; faculty delivery service (now suspended); computer-based bibliographic searching; audio-visual library aids; library handbook; audio archives programs; equipment for visually handicapped (optical enlargers, braille typewriters, etc.)	Flying books; Faculty delivery service Reduction of hours in 1971. (this was due to university-wide budget reduction. Heaviest reductions concentrated in summer term and vacation period).	Library Information Access System.

New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
University of Pittsburgh	Computer-based bibliographic searching; Joined the Pa. State Delivery Service (Information Manual); Staff access to OCLC which can be used for ILL; Pittsburgh Regional Library service (of which we are a member) organized an Interlibrary Loan Clearinghouse. One aspect of this Clearinghouse was microfilming several catalogs of major libraries in area; Term Paper Clinic (Description and Sign-Up form); Slide/Tape Orientation to card catalog and another one to the facilities and services in the library.		
Princeton University[2]	Library Science & Technology Information Retrieval System (STIRS); Several manual and automated acquisitions lists; improved Delivery of Interlibrary Loan Materials; Occasional loan of microform readers; Opening of Reserve Reading Room in Firestone until 2 a.m. some nights and a permanent open reserve collection; Transfer of Poetry Collection from phonodisc to audio cassette; Manual SDI for Biology faculty; Publication of Psychology Library Bulletin; Development of a slide collection for the Urban and Environmental Studies Library; microfilm Firestone's union catalog and distribute duplicate copies to Rutgers, the State Library, and Newark Public Library.	Ceased sending overdue notices several years ago; eliminated three accession lists in three science and technology libraries; cut down the number of copies of Chemical Abstracts, from 4 to 2.	Expansion of Microform Reading Room. Upgrading of microform readers and printers -- under way. Creation of a Periodicals Reading Room; Position OCLC terminals in some of the decentralized library units, available to users; Automate circulation system; Microfilm Firestones' union catalog and distributes to 16 unit library locations on campus and to 16 strategic locations off campus; Convert Phonograph Record Library to audio cassettes; Develop Confile, an in-house KWIG, KWOC, title and place file of conference proceedings.
Purdue University	Book Return Service; Term paper clinics; Loan of portable microform readers. MEDLINE, etc.; Self-guided tours; General Library Guide; Microfiche edition of serials catalog offered for sale.	"Indefinite loan" -- permanent deposit of Libraries/AVC in Faculty offices.	System to deliver materials to library nearest to faculty member phoning in request. Automated circulation system. Automated scheduling of AV equipment, materials and services.
University of Rochester	Computer-based bibliographic searching in Education and Psychology, by mail until January, 1976; Reference orientation for university secretaries and administrative assistants; Faculty has access to information from the on-line cataloging terminal, although this is not a published service. This service is provided individually, based on a librarian's assessment of need; Extended hours in the Reserve Reading Room for study purposes.	One departmental library (Education) has cut operational hours to accommodate reduced staff. Yet another departmental library (Chemistry-Biology) has extended hours to accommodate added usage; The Management Library has reduced the following services: a) disclosure service (i.e. microfiche of all 10k and 12k reports filed with S.E.C. by companies on NYSE and ASE): b) research reports -- some being dropped and subject headings no longer provided for those kept and placed in pamphlet catalog.	On-line computer searching in social sciences, education, business, chemistry, engineering, and psychology to begin in January, 1976.

New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
Rutgers University	On-line bibliographic data bases. Computerized tutorials.		On-line bibliographic data bases; Expanded microform services.
Smithsonian Institution	The Libraries has increased on-site service (e.g. staff to organize collections and service users) and has opened 2 rare book facilities. The Libraries staff conducts searches of computer-based data bases, such as Medline and Lockheed and subscribes to ISI services for some groups of users. The Libraries also uses OCLC for ILL searches.	In one location delivery of documents to users offices has been eliminated.	We are investigating computer-based bibliographic data bases.
Southern Illinois University at Carbondale	Entire Undergraduate Library, Monthly List of Science Acquisitions; Loan of portable microform readers, Delivery system for off campus graduate residence centers, credit course in using the library.		COM Catalog; Computer-based bibliographic searches.
Stanford University	Computer-based bibliographic searching; Loan of Fiche and film readers; Campus book delivery service; Public access to BALLOTS terminal (Reference Department); Slide-tape library user instruction program--undergraduate library; Term Paper Advisory Service.	Engineering computer search service; Immediate phone response on holdings questions; Automatic renewal of doctoral books; Access to storage collections; Reduction of some "low-use" hours.	Cooperation, director borrowing agreement between Berkeley and Stanford University Libraries.
Syracuse University	Access to computerized subject data bases such as: BIOSIS, ERIC, MEDLARS, Psychological Abstracts; Enlarged print readers for those with limited vision; Circulation of cassette tapes; Portable audio orientation program; Vari-speech (machine to enable user to hear speech much faster); Video tape; Media carrels.		Tape slide orientation
Temple University	IDS; Holding List of Periodicals; Faculty Orientation Film; Ambler Hotline; lend microfiche readers; ILL searches via OCLC. W-Collection (Titles not yet cataloged, available to the user with simplified classification numbers).	Library hours.	NASIC (Northeast Academic Science Information Center).
Texas A & M	Computer-based bibliographic data searches; Loan of portable microfiche readers; Center for Research Libraries-Journal Access Service.		Creation of a multi-media center; Document delivery.

New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
University of Texas/ Austin	Computer-based Information Services (on-line searching and current awareness services), 1973+; OCLC Terminal in Reference for Public service use, 1975+; Library Instruction program being reevaluated and expanded, 1975+; Social Science Data File Directory, 1975; Periodical Room created in Main Library, 1973.	Newspaper Collection abolished as separate unit (1974). Functions assumed by other units.	User education program being developed. Charge to User Education Committee: "To determine where users need to be better instructed or informed about library services, policies and procedures; to formulate a comprehensive user education program; and to develop, publicize, implement and evaluate techniques for this program." Automated circulation system study in process. Objective is to develop an on-line system to be implemented by the summer of 1978 to replace the present batch processing system.
Tulane University	Daily delivery service through a metropolitan network (SEALLING); development of a Media Center where cassette recorders are circulated; use of SOLINET for bibliographic searching for ILL and acquisition functions as well as cataloging use; video presentation for instruction in use of government documents (in progress); expanded photocopy and photographic services.	Rental library in browsing area eliminated.	Public access to SOLINET terminal (in future time uncertain); possible development of joint-use undergraduate facility for Tulane and Loyola students.
University of Utah	Computer-based bibliographic searching; Tours to all interested students each quarter; Improved borrowing network for students and faculty at all colleges in Utah through Utah College Library Council.	We have not had to reduce services or hours of service over the past 5 years. We have expanded reference service evenings and weekends.	Computer-assisted instruction; Expanded library orientation and instruction programs, aided by a Council on Library Resources Grant to develop instruction programs; OCLC; Rapid expansion of collections on audio tape and video cassette.
University of Virginia	Computer-based bibliographic searching; library materials delivery service for sci/tech; loan of electronic calculators through Reserve.		
University of Washington	Health Sciences Library Clinical Rounds Information Service; On-line computerized data base searching in the non-health sciences subjects; Systematic program to establish liaison with and provide library instruction and orientation to new faculty members in the health sciences; Establishment of a Media Center; Self instruction in library use through the use of a combination of audio tapes and printed matter.	The searching of the health sciences information base, Medline and its related bases, which had been provided to state-supported persons free of charge, was placed on a fee-basis July 16, 1975, because of a reduction in the Libraries budget; Orientation has been cut back and its system-wide coordination eliminated as of January 1, 1976, because of budget restrictions and priority shifts.	

New, Eliminated, and Planned Services in ARL Libraries

Schools	New Services Introduced During the Last Five Years	Services Which Have Been Reduced or Eliminated During the Last Five Years	New Services Which Libraries are Planning or Considering
Washington University/ St. Louis	Computer-based bibliographic searching; the introduction of a library materials delivery service; Reserve book collection computer listing; Increase in opening hours; TWX in Interlibrary Loan Division; Film booking service in Audio/Visual Department.		Expanded delivery system (principally for interlibrary loan) to include University of Missouri.
Wayne State	Computer-based bibliographic searching; Mediated facsimile service.	Hours open	
University of Wisconsin	Public access to computer programs administered by the Universities Academic Computing Center; Tape tours of Memorial and College Libraries; Computer-based bibliographic searching; In building use of electronic calculators by the public; College Library Tape Center, providing tape recordings to wired carrels; Music Library listening facility; Wisconsin Inter-library Loan Service serving public and academic libraries throughout the State; Automated campus Union Catalog of Serials; Changed from controlled stack to open stack library; Expanded library hours from 87 to 108 hours; Plus additional 28 hours in two reading rooms; Free locker service; Have joined WILS, MIDLNET and EDUCOM.	Eliminated paging of books for patrons. Reduced staffing of Graduate Reading Collection.	Joining OCLC; Expansion of Automated Union Catalog of Serials.
Yale University	Computer-based bibliographic searching.	Circulation system with public terminals.	

Catalog
Automated Catalog

SELECTED PORTIONS:

INNOVATIVE DESIGNS FOR ACQUISITIONS AND CATALOGING DEPARTMENTS AS A RESULT OF LIBRARY AUTOMATION

A Report to the Council on Library Resources

Esther Greenberg
CLR Fellow, 1973-4

INTRODUCTION

At the time that I submitted my application for a Council on Library Resources grant to study innovative systems in acquisitions and cataloging, the Case Western Reserve University Libraries were active participants in the Ohio College Library Center (OCLC) system and I was heavily involved in the OCLC Advisory Committees for Cataloging, Technical Processing and Serials. It was through the discussion of these committees that I was becoming aware that systems like OCLC could have tremendous impact on the organization and operation of Technical Services Departments of libraries. The fact that one operator, at one terminal would have access to all the files in the system presented many new possibilities for the processing of materials, and suggested deviations from conventional work flow and staffing patterns.

At about the same time, there was much talk about new management concepts; members of the CWRU staff were attending Management by Objective seminars and it was announced that the CWRU libraries would be one of the second group of libraries to participate in the Management Review and Analysis Program (MRAP) of the Association of Research Libraries. I was selected to be on the study team of MRAP, I continued to attend advisory committee meetings at OCLC, and I thought intermittently about the reorganization of our Technical Services Departments. But in my own mind there was little or no connection between the development and design of the OCLC sub-systems and the various management activities that were taking place. These were two separate activities, travelling on parallel tracks.

Because MRAP demanded such a heavy investment of time and effort, I found it necessary to delay the start of my travels on behalf of the CRL grant. I feel now that this delay was a fortunate happenstance; it was during the latter part of MRAP that I came to realize that there were more than technical details to be considered in the reorganization of Technical Services, and that to a large extent the problems involved in such a reorganization were of a management nature rather than a technical nature. When we were in a position to know how the new sub-systems would look, how they would function, and how they would interface with each other, it would then be necessary to redesign work flows to make maximum use of the capabilities of the system, and to define, place and train the proper staff to the same end.

One of the recommendations that resulted from MRAP was for a reorganization of the Technical Services Departments of the CWRU Libraries. By this time the two tracks were converging at a central point and the management and technical aspects of the reorganization were becoming part of one overall picture. I served on the Task Force to study and make recommendations regarding the reorganization for only a brief period -- from the start of its deliberations until the beginning of my sabbatical -- but long enough to convey my conviction that the core of all Technical Services operations should be the OCLC system, and that the functions of Technical Services should radiate from this core.

As I started to visit libraries I hoped to find some with similar ideas and some with widely divergent ideas so that there would be a basis of comparison of the merits of the various ideas, and enough documentation to support a solid recommendation for an optimal design of an automated Technical Services area.

SELECTION OF VISITING SITES

During the course of this study, visits were made to twenty libraries, networks or services. The selection of the visiting sites was made on the basis of published data describing on-going systems, and as a result of recommendations by people who are knowledgeable about the latest developments in the field of library automation. Priority consideration was given to those institutions that had automated their cataloging and/or acquisitions departments; it was felt that these two areas would present as many ideas and problems as this study could encompass and that the additional consideration of changes in serials departments would provide a range of complexities that might better be studied in a separate context.

Some of the originally planned visits were not made because the libraries involved were in the midst of changing equipment, programs, and procedures, and there would have been little point in observing their operations during this transition period. Notable among these were Northwestern and the University of Chicago. The visit to the University of Toronto was cancelled because the Associate Librarian felt that nothing of particular note was happening at the present time; in place of this visit a trip was made to the University of Western Ontario to learn about the Ontario University Library Co-operative System (OULCS), and additional trips to York University and the University of Guelph demonstrated how the participants are preparing for the growth of OULCS. The visit to Loughborough, England was given up in favor of one to Birmingham because it was felt that this latter project would be more germane to the subject of my study. The planned visit to the Library Information System (LIBRIS) in Stockholm became four separate visits -- one to the offices of the directors of the project and three to libraries to see the system in operation and to have personal hands-on experience with it. Of the total number of visits made, three were public library situations, three were commercial services and sixteen were in academic settings. This latter number represents seven individual library systems and four networks. It should be noted that the visit to the BALLOTS system at Stanford University was made in July of 1973 in conjunction with the BALLOTS conference. Because of financial and scheduling constraints a return visit was not made during the period of this study but a telephone conference was held to obtain information on their latest thinking. All three of the public library situations were network operations and two of these were commercial services. The one remaining visit was to the main offices of the Richard Abel Company which has well-developed acquisitions and cataloging procedures for acquiring the titles it distributes through its various services, and providing its customers with either Library of Congress or original cataloging copy.

In retrospect this seems to have been a good choice of libraries for two reasons. I was able to observe systems in various stages of development and to discuss the considerations that were felt to be important in planning for the future. From the management point of view, I had the good fortune to speak with the officer in charge of implementing the Columbia Management Study as well as to visit one library that had gone through MRAP concurrently with CWRU, one that was in the early phases of MRAP and one that is planning to start within the next few months.

I think I made an error in that I planned my itinerary so closely that there was little or no flexibility in my schedule. This was particularly true during the European part of my trip. There were two projects in England that I would have liked to observe since I was already in that country, but I was not able to make the time. There is also a new library in Roskilde, Denmark that I learned about during my last few days there that might have been one of the most important visits of all, since they combined the cataloging and acquisitions procedures into one department from the time the library was begun. My host at the Danmarks Tekniske Bibliotek was kind enough to contact the Roskilde authorities and have them forward some information, but a personal visit would have been helpful since the forwarded information is largely in Danish.

It is important to state that wherever I went, everyone, from terminal operators through administrators, was familiar with OCLC and eager for any information I could add to what he already knew. I think it is fair to say that during most of my visits I gave as much information as I received.

DESCRIPTION OF AUTOMATION PROJECTS AND PLANS FOR CHANGE

ACADEMIC LIBRARIES

Columbia University has an acquisitions system that permits the entry of materials into the system either at the time of ordering, as in the case of rush or regular orders, or at the time of receipt, as in the case of gifts, back orders, standing orders, monographic series, etc. The data becomes available in a hard copy In Process List (IPL) which contains some bibliographic information but is not a full cataloging record. An entry remains in the IPL for four months after cataloging to be sure that the title appears either on the list or in the public catalog. The system has a function that permits processing updates which reflect the location of materials while they are in process or in backlog.

It is anticipated that there will be a cataloging system in the coming year which will generate a request to search a Record Directory to the MARC tapes for a bibliographic record, give a hard copy of that record to facilitate the cataloging process, permit changes in an active file, and put the updated record into a permanent bibliographic file. If the record is not in the MARC data base, it will be possible to input original cataloging directly to the active file.

At the present time, Technical Processing is still arranged by conventional departments which fall into two groups: the Library Resources Group includes all functions of bibliographic control -- cataloging with copy, original cataloging, catalog maintenance and special projects; the Technical Support Group includes all business connected activity -- acquisitions, gifts and exchanges, physical processing, card production and data control. No basic work flow changes are currently being planned as a result of automated cataloging and acquisitions procedures but there have been some changes in the Acquisitions Department which have to do with the nature of the positions within the department. Positions are generally different due to such factors as the elimination of some filing activity because of information distributed via the IPL, and the fact that all bookkeeping is done in the system and linked to the University controller. It is anticipated that when the cataloging process is automated and cataloging is done in the full MARC format, the cataloging-with-copy staff will be upgraded.

Danmarks Tekniske Bibliotek (DTB), the Technical Library of Denmark, is the central library of the technical university as well as the national technical library of the country. It presently has a batch cataloging system which is used to produce book catalogs for all materials published since 1968. Cataloging of older materials is still maintained in the card catalogs. There is a proposal developed by DTB and the University Library of Roskilde for a batch acquisitions system that can be built on to the cataloging data base, and that has already been implemented at Roskilde. In addition, there is another proposal for a union list of the holdings of DTB and its two branches, and eventually the other Danish research libraries; this system will also be built on the cataloging already in the data base.

The DTB does not expect any major changes in organization and work flow, but does expect to combine acquisitions and cataloging more closely. All such changes must be approved by a legally required council of staff representatives which may be opposed to this plan since they are interested in maintaining as many high positions as possible. In view of this, any merger of these departments will be made slowly and gradually. Since the University of Roskilde Library was newly organized, the cataloging and acquisitions functions were established as part of one department from the outset and the organizational plan was not subject to the same scrutiny. There was not time enough after I learned about Roskilde to arrange a visit, but they were kind enough to forward a work flow diagram. I hope I will be able to translate and interpret it well enough to use as support for the conclusions of this study.

Oregon State University has an on-line acquisitions system called LOLITA (for Library On-Line Information and Text Access). New orders are input daily, purchase orders are printed once or twice a week and fund accounting and vendor files are updated at that time. The number of staff involved in acquisitions procedures has not changed since the birth of LOLITA (3) but there have been improvements in the products of the department. LOLITA has eliminated some manual functions such as typing work slips for the Catalog Department and state-required purchase order information on shelf lists, freeing staff to absorb some of the work load of serials control. The LOLITA system is utilized to produce a full range of financial reports for management information purposes as well as a new acquisitions list that was previously prepared manually. The data base contains enough cataloging information to be used for future book acquisitions and to complete the new acquisitions list but it is not being considered as a base for a cataloging sub-system. There are no plans for such a system because there is some hope that this might be done on a state-wide basis and funded by the state. If money were available to augment LOLITA, the next module to be designed would be one to control serials holdings.

Stanford University's BALLOTS is an on-line acquisitions and cataloging system. It presently serves the Stanford University Libraries but plans to become a Northern California network in the BALLOTS III phase of development (1974-75). At the time of my visit to Stanford in conjunction with the BALLOTS conference in July 1973, the cataloging sub-system was not yet fully operational; the input of original cataloging had not yet begun. Conferences with the various department heads of Technical Services revealed that they were still involved in the basic operations of the system and were not yet ready to plan for the organizational changes that would come as a result of BALLOTS.

A telephone conference at the time of this writing indicated that Stanford is at the same point as several of the OCLC libraries, i.e. actively planning for the changes that can be realized as a result of automation. Their thinking is not yet solidified to the degree that they will describe a specific plan for the reorganization of Technical Services or define the kind of staff that will be necessary to implement that plan. Discussions to date indicate that Technical Processing may have a two-unit structure; one unit would be responsible for the ordering, receipt and cataloging-with-copy functions while the other would be responsible for original cataloging and serials control.

It will be especially interesting to compare the structure that evolves from BALLOTS' deliberations to those that are being planned by OCLC participants because the two systems are so similar in design. The largest single difference seems to be that BALLOTS will not have automated check-in of serials.

The University of Massachusetts has two separate operations for the acquisitions and cataloging of materials. The Technical Services Department purchases and catalogs for its own Amherst campus. A separate unit within Technical Services, The Massachusetts Central Library Processing Service (MCLP) purchases and catalogs materials for twenty-nine other campuses within the state. This latter unit is funded by the state, creates its own selection lists, generates its own purchase orders, pre-catalogs as many titles as possible from MARC tapes, sends books, cards, pockets and labels to the participating libraries, and generates its own management information reports. This system functions primarily in a-pre-cataloging mode which combines acquisitions and cataloging in one work flow. When the order information is input, the LC card number is run against the MARC tape, catalog cards and labels are produced and held in the book pocket for the receipt of the book. About 10% of the cards need correction after the book is received. Titles which require original cataloging are processed in the conventional manner, after the receipt of the book. (5)

Processing of materials for the University itself follows the more usual path of going through an on-line ordering system, through the Information Processing Department which does cataloging with copy, or through Original Cataloging, if necessary. Pre-cataloging had been a feature of this system, administered in a way similar to the MCLP, but was abandoned in favor of processing after receipt of the book. At this time, LC card numbers or ISBN's are run against MARC tapes, an edit sheet of cataloging copy is produced and verified, and catalog cards are automatically produced ten days after the MARC search, allowing enough time for corrections to be made to the data base. Key punchers punch the entire text of non-MARC copy for original cataloging copy.

At the present time the direction of further growth of the automated system is not definite; it is felt, however, that the next module to be developed would be circulation rather than on-line cataloging since this is one of the library's more pressing needs.

Washington State University has an on-line acquisitions system named LOLA. This is really a sub-system that was planned to be part of a total automated library system which would eventually encompass cataloging, processing and circulation as well as acquisitions. At the time of my visit, it was planned that cathode ray tubes would be installed during the summer of 1974 to enable the system to do searching, catalog cards and spine labels. It was too early then to know how these operations would affect the organization of Technical Services. As far as staffing was concerned, it was felt that there would be a need for more people in mid-level positions and that there would be a need for more decision making at this level. In addition, it would be necessary to develop management skills that would enable supervisory staff to detect and handle machine problems, software problems and people problems.

The Yale University acquisitions system is probably the most complete of any that I observed in terms of the information that appears on its In-Process and Order Number Lists, and the number and variety of its management information reports. The system was designed to control all the processes through which materials must go, from first request through shelving of an item and filing of catalog cards. The In-Process List and its cumulated daily supplements show the changes in status of a title as well as changes in author, title, series, call number, requesting department, etc.

in more detail than most other acquisitions systems. Examples of the kinds of management reports that are generated are: percent distribution of time in selected statuses, average days from order to delivery, interstatus flow (monthly report), titles being invoiced at more than $50.00, or exceeding the estimate by more than $30.00 and titles expected on blanket order.

Yale has OCLC terminals which were being used by only a few departments at the time of my visit; there were plans, however, for increased participation and use. In view of this, Yale is not planning its own on-line cataloging sub-system. While the actual cataloging of a title is done in the conventional manner, the acquisitions system does monitor the flow of work through the cataloging department and can locate a title at any time. After the cataloging is complete, there is a procedure for inputing data that is supplied on work sheets by the catalog department, and that then produces catalog cards.

There have not been substantial changes in work flow or the number and caliber of staff since the beginning of automation, but there has been an improvement in the quality of the product as well as other noticeable improvements; the library always knows its financial status, any book can be located at any given time, and because of the statistics that can be derived from its various reports, the library has been able to set standards for work loads.

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THE UNIVERSITY OF CONNECTICUT
WILBUR CROSS LIBRARY

May 21, 1973

TO: Department Heads and Supervisors - please circulate among your staff

FROM: OCLC Steering Committee, per Mary Balmer

SUBJECT: Technical Services Reorganization for the use of the OCLC System

The OCLC Steering Committee has drafted the attached descriptions of the new organization for the use of the OCLC system. The general responsibilities of each department and unit, as well as those of the Steering Committee, are described. A list of the personnel for each area is also attached.

We do not know the exact time when the reorganization will be completed. It will be accomplished in phases with complete reorganization dependent upon numerous factors including receipt of the CRT terminals and staff training. We will attempt to keep you informed of changes and developments as they occur via the staff newsletter.

Many of the procedures are still in the formative stages and we expect changes as the planned procedures are put into practice. However, please feel free to ask the committee members any questions you may have.

MB/Djc

WILBUR CROSS LIBRARY

OCLC STEERING COMMITTEE

The OCLC Steering Committee is responsible for the continued review of procedures, policies, and personnel as they relate to the library's use of the OCLC system. The Committee will also serve as the coordinating agent between the inter-related aspects of the Acquisitions Department, Cataloging Department, and the Technical Processing Unit.

The Committee consists of the Administrative Assistant for Technical Services (Mary Balmer), acting as chairperson, the Supervisor of the Technical Processing Unit (Elsie Treggor), a professional representative from the Acquisitions Department (Doris Brown), and a professional representative from the Cataloging Department (Lovina Goodale). The Committee will be responsible for decisions in the various areas described below but each committee member will report major recommendations to their respective units before final decisions are made. In areas where a mutual agreement cannot be reached, the Administrative Assistant for Technical Services will make the decision.

Policies and procedures regarding the implementation of the OCLC system are a major responsibility of the Committee. The Committee will be involved in describing and evaluating procedural details, continued review of the procedures, implementing changes in unworkable procedures, and continued improvement and streamlining of the procedures.

The Committee will also be concerned with the personnel involved in the system; especially with evaluating vacancies and determining the most efficient placement of people. When a vacancy occurs the Committee will study the position, its requirements, and its relationship to the system as a whole in order to determine if a replacement should be at the same level and/or used in the same area or for the same job. Also as the system becomes operable and hopefully decreases staff needs, due consideration will be given to releasing positions for other areas of the library.

The first step for hiring personnel for the Technical Processing Unit and personnel in the Acquisitions and Cataloging Departments who have some work directly involving the Technical Processing Unit will be for the Committee to write a job description to be reviewed by the Associate University Librarian and distributed to the candidates. The person responsible for the direct supervision of the new staff, and other committee members who so desire, will select applicants for interviews. The Committee as a whole will interview the applicants although any committee members who feel that the position does not directly affect their areas may abstain from the interview. The decision as to whom to hire will be a joint one of the Committee with, however, the direct supervisor's opinion carrying greater weight if disagreement occurs. The Committee will also be responsible for evaluating personnel performance and preparing written rating reports, etc. when required.

WILBUR CROSS LIBRARY

It is hoped that the Committee or select members of the Committee not directly involved would also be invited to share in interviews of other personnel in the Acquisitions, Cataloging, and Serials Departments.

The OCLC Steering Committee members encourage staff in the Acquisitions, Cataloging, and Technical Processing Units, as well as any other library staff, to bring to them problems, complaints, and suggestions for improvement of procedures that relate to OCLC. The Committee needs and encourages input from the staff involved in the various jobs to help improve the system.

ACQUISITIONS DEPARTMENT

The Acquisitions Department is responsible for financial control and the selection and all ordering of books, microtexts, etc. The personnel, under the direction of the Department Head, will consist of professional librarians and also classified personnel for the support services.

The Department Head is responsible for book budget allocations in conjunction with other designated library personnel. The professional librarians are responsible for selection of purchases including the determination of purchase of current and out-of-print titles and the continued review of both standing order publishers and blanket orders. They will decide if and when to order a title and assign dealers and funds. Designated persons, working in conjunction with the Supervisor of the Technical Processing Unit, will train and revise new searchers in bibliographical searching techniques both manually and on the CRT as well as distributing work to the searchers.

The clerical staff is responsible for the support systems necessary for the financial control and ordering of books. This includes bookkeeping, maintaining the necessary records for financial control, and typing of orders, invoices, and departmental correspondance.

WILBUR CROSS LIBRARY

SERIALS DEPARTMENT

The Serials Department, under the direction of the Department Head, is responsible for placing all periodical subscriptions for the Wilbur Cross Library, as well as the Storrs campus departmental libraries such as Pharmacy and Music, and upon receipt checks in and processes this material for appropriate distribution and/or shelving.

At this time the Serials Department is not directly involved with the OCLC system. However as OCLC moves into series control and more journal information is included in the system, the Serials Department will probably become more directly involved in the OCLC procedures. At that time it is expected that a representative from the Serials Department will also be included in the OCLC Steering Committee.

CATALOGING DEPARTMENT

The Cataloging Department is responsible for all the original cataloging of library materials. The personnel of the department will consist of professional librarians represented by a Coordinator.

The catalogers will supply the necessary cataloging information required for input into the OCLC system when it is unavailable from standard sources or when available sources are not adequate or complete. The cataloging information will be supplied on work sheets compatible with the MARC format instead of in card format.

Designated catalogers are responsible for evaluating and determining the OCLC shared cataloging that will be accepted or partially adapted by the Wilbur Cross Library, for training other personnel in the MARC format, and for design and continued revision of the worksheet. Also UCONN theses and new open entries and analytics which require original cataloging will be given in their entirety to the professional catalogers before routing to the Technical Processing Unit.

WILBUR CROSS LIBRARY

TECHNICAL PROCESSING UNIT

The Technical Processing Unit is under the general supervision of the Administrative Assistant for Technical Services (Mary Balmer) and the direct supervision of Elsie Treggor. The unit is responsible for all the work on the cathode ray tube (CRT) terminals and the support systems and procedures necessary to control the flow of materials and maintain the necessary files. The personnel composing the unit will be preprofessionals and classified staff and they will be divided into different areas.

The supervisor is responsible for the day to day operations of the unit. This includes scheduling, assigning work, and revising work when necessary. The supervisor will work in close conjunction with both the Acquisitions and Cataloging Departments.

Searchers are responsible for work on the CRT involving both pre-order searching and verification and searching for cataloging copy with book in hand. They will also do manual searching for both pre-order verification and for cataloging copy with book in hand when necessary. The searchers will be responsible to the Supervisor of the Technical Processing Unit but they will also be trained in searching techniques and have work distributed to them by designated professional staff of the Acquisitions Department.

The Control section personnel will handle all sorting, movement, and distribution of books between the control area and the Acquisitions Department, the CRTs, the searchers, the Cataloging Department, and storage, as well as delivering the cataloged books to Book Processing. They will also be responsible for the maintenance of the internal file which includes records indicating the location of uncataloged material. e.g. on-order file, temp. card/storage file, continuation file, and OCLC card order file.

Personnel in the Technical Processing Unit are also responsible for the maintenance of the authority files (name and series) and for the supervision of student assistants filing in the subject catalog, art catalog, and the shelf list. The Unit will also do the filing and revision of the author/title section of the Public Catalog.

Some cataloging services, including establishing new open entries, added volume cataloging, UCONN theses, and analytics are a shared responsibility of the Technical Processing Unit and the Professional catalogers. The Technical Processing personnel will also tag and input, via the CRT, cataloging information that does not exist in the computer. They will input both the original cataloging information supplied by the professional catalogers and the perfect and best card copy located by manual searching.

UNIVERSITY OF MARYLAND 7/23/74

SELECTED PORTIONS:

Catalog
Automated Catalog

MALCAP Catalog Card Production System

I. General Description

The basic structure of the MALCAP Catalog Card Production System is to accept search requests from individual users, search the Maryland/MARC Data Base for the requested records and when they are located, print out a catalog card set. To assist the system in meeting the individual needs of each user, a User Profile is required from each library. This Profile establishes the normal procedures to be followed by the system when producing each user's catalog cards. Section II of this document explains in detail how a Profile is established for each user.

For each catalog card set desired, a Search Request Card is prepared by the user. Section III explains the coding instructions for preparing a Search Request Card.

The Search Request Cards produced by each library are sent to:

Data Processing Control Section
McKeldin Library
University of Maryland
College Park, Md. 20742

These searches are processed weekly so that any cards received by Friday will normally have catalog cards produced and mailed by Monday. Catalog cards will be delivered to each user in the order specified in the user's profile. In addition to the catalog cards, the following items will be sent:

A. A report of Found Totals by batch numbers.

B. A listing of not found search requests that are waiting for the next search. A matching deck of delete cards is sent with this report. The normal procedure is to review this report, pick out the records that need no further searches, locate the matching delete cards and return those cards to the above address for processing to delete the records from the hold file.

One of the options available within the Profile is to print Proof Sheets rather than printing catalog cards. In this case the above material will be sent to the user with the proof sheets.

The Catalog Card System contains one additional capability, which allows users to correct errors in an individual set of catalog cards. When proof sheets are printed for a user, the proofs are compared with the books to verify that the catalog copy is correct or to determine what corrections are required. In order to print a set of catalog cards for verified proofs, the system requires that a Verified Data Card be produced by the user and entered into the system. Section IV of this document explains how the Verified Data Card is prepared. This card contains the capability to correct a number of problems that may exist on the proof and the card will trigger the printing of a set of catalog cards.

For users that receive a set of catalog cards direct without receiving proofsheets, the Verified Data Card can be prepared based on the information in the catalog card set. This allows these users the ability to correct mistakes in their catalog cards by reprinting the catalog card set.

One aspect of the Verified Data Card that is not yet operational is the total MARC edit capability. This program will allow users to completely edit their catalog copy and reprint with the corrections made. This capability is programmed and is being tested by the UMCP Technical Services personnel to work out the problems. We expect to implement this feature statewide after testing is complete.

Automation at The Pennsylvania State University Libraries

Every member of Penn State academic community has been affected in recent years by the problems of runaway inflation. Equipment costs more, supplies are more expensive, freezes or decreases in personnel budgets occur frequently, and books increase in cost at an astronomical rate every year. The University Libraries have been coping with these problems for several years but we can take some small comfort in the fact that we are not alone. The National Commission on Libraries and Information Services in its 1975 report - Toward a National Program for Library and Information Services: Goals for Action - notes that "like the universities in which most of them are situated, research libraries are confronted today with rising costs, a rapidly changing set of educational objectives and the impact of new technology."

For several years, the prospects of automation have offered the promise of a solution to many library problems. However, it was not until about five years ago that academic libraries began to design and implement significant computer-based systems. Today, there are several nation-wide computer-supported library cooperative projects and a few large research libraries are developing their own automated systems. The most significant projects underway today in libraries are: Stanford University Library's project BALLOTS (Bibliographic Access to Large Libraries utilizing Time Sharing), the Library of Congress' MARC (Machine Readable Catalog) system, MEDLINE at the National Library of Medicine, various automation projects at the University of Chicago Library, Ohio State University Library, Columbia University Library, New York Public Library, and the Ohio College Library Center (OCLC).

A late entrant in the field, but one which offers the prospect of significantly improved library services, is under development at the Penn State University Libraries--the Library Information Access System (LIAS). Both the Library Information Access System (LIAS) and the Ohio College Library Center (OCLC) will be of considerable interest to the faculty, staff, and students of Penn State.

OCLC

In the late 1960's and early 1970's, many college, university, and public libraries in Ohio formed a non-profit corporation called the Ohio College Library Center. The purpose of OCLC was to share the cataloging data of participating libraries and to provide access to these data via CRT terminals connected on-line to a computer on the Ohio State University campus in Columbus, Ohio. OCLC "went on-line" in 1973 and in just a few short years it has grown enormously in size and scope. Today, it is one of the most significant nation-wide library resources in the United States. Several hundred libraries across the country now belong to OCLC and its data base has grown to over 1,750,000 cataloging records input by member libraries. Plans are now being developed to expand OCLC beyond cataloging into the areas of periodicals record control, acquisitions support, and interlibrary loan. The biggest impact of OCLC to date, however, is on that elusive but desirable goal of interlibrary cooperation.

In 1974 the University Libraries at Penn State joined a consortium of libraries based in the Pittsburgh area - the Pittsburgh Regional Library Center. The major purpose of joining PRLC was to participate, through that consortium, with the Ohio College Library Center. PRLC members received CRT terminals through a grant of funds from the State Library of Pennsylvania and telephone line charges and other communications costs to Columbus are also shared by the members.

While computer programming and systems analysis activities are presently underway to implement the Library Information Access System, the Libraries' participation, on an interim basis, in OCLC will allow us to achieve our goal of adopting cost-effective machine-aided methods in cataloging on as full a scale as possible. After nearly a year of planning, three OCLC terminals are now in operation in the Catalog Department and an extensive reorganization of the staff responsibilities has been effected. The adoption of OCLC procedures has been made cost-effective by "collapsing" several vacant clerical positions and through the implementation of more efficient computer-assisted methods of cataloging and producing catalog cards. OCLC has set the stage for the provision of extensive computerized library services to Penn State community.

LIAS

LIAS is a computerized library system which was conceived and designed following the demonstrable success of the Ohio College Library Center's "shared cataloging" sub-system. It is a modular system designed to provide library patrons and staff with information essential to the support of academic research and teaching needs of the Pennsylvania State University. LIAS uses the library's medium scale Xerox time-share computer. It will consist of several sub-systems that will be developed and made operational independent of each other. The design of LIAS is based upon the proven and existing standards of the library, computer and communication industries. The results of an intensive diagnostic study of every existing file and activity within Penn State University Libraries on the University Park campus went into the design and structure of LIAS.

LIAS is a terminal based system which means that a computer terminal will be used to relay information from the user to the computer and back to the user. The computer will retain a record of all requests and transactions as they relate to the user and his or her specific needs at any given time. While the user communicates with the computer, the librarian will be recording the receipt of new material, its status at that minute, and all other processing information. As a result, LIAS will provide the user with accurate up-to-the-second information about his area of concern. LIAS will also permit library management to review the computer analysis of library performance and user trends. In this way, library management will be able with confidence to redistribute existing workload requirements and reduce operational overhead as well as relocate and/or reduce existing staffing levels to meet the changing needs of the library community.

The University Park campus of Penn State will be the first to benefit from the development and implementation of LIAS. The first LIAS sub-system to be introduced will be the "Remote Catalog Access" system. This system, the computer equivalent to the traditional card catalog, will permit both the patron and the librarian access to the library's bibliographic and holdings information on all cataloged materials within the University Park libraries. Access to this information will be through the use of terminals located within the libraries and throughout the campus. A library patron will have access to each bibliographic record by Author, Title, Keyword, Call Number, LC Card Number and Standard Library Bibliographic Control Numbers.

The second LIAS sub-system, "Circulation and Inventory Control", will provide more efficient and faster services to the user community and it will reduce costly library overhead. Accurate information regarding the status, location and demands for any item will be immediately available to assist the patron and the librarian to respond to their specific needs and work assignments. Because LIAS consists of independent sub-systems, each new sub-system is designed to become an integral part and companion to existing sub-systems. Therefore, "Circulation and Inventory Control" will add invaluable assistance to the user as it marries together the "Card Catalog or Remote Catalog Access" and "Circulation Control" functions of the library creating an unified approach to library resources.

The third LIAS sub-system will support all "Technical Operations" of the library. Ordering, receiving, payment, invoicing, routing, cataloging, marking, claiming, cancellations, etc. will be done using the terminals located in processing areas. As information is recorded using these terminals it will immediately be available to other parts of the library and information community who are working at terminals in other locations. As a result, duplicate files presently maintained to provide necessary control will be replaced by one integrated computerized library data-base.

Eventual expansion of some or all LIAS sub-systems into the Commonwealth campuses is anticipated. This is possible through the use of existing telephone facilities and the addition of more terminals and the addition of expanded computer communication hardware. The timetable for this activity has not yet been established.

Although LIAS was designed to benefit the Pennsylvania State University, it also could ultimately provide improved services to other institutions of any size or in any geographic locale providing appropriate financial resources were available. Each participating institution could benefit immediately from the improved cost performance of this support network. In addition, enhanced resource sharing and cooperative library programs can be integrated into LIAS to consolidate the efforts and activities of the separate libraries and institutions within the state of Pennsylvania.

November 26, 1975

FIGURE 2
Dealing with Common Obstacles to Bibliographic Access In Research Libraries
(Data Collected from SPEC User Services Survey Conducted in November, 1975)

Explanation of Obstacles

1. Materials Not Cataloged

   Many research libraries have substantial collections of uncatalogued material, such as technical reports, microforms, etc. Frequently, this occurs as a matter of library policy, because of financial constraints or existing published indexes and abstracts.

2. Cataloging Backlogs

   Virtually all research libraries have some level of cataloging backlog which is frequently more serious for particular categories of materials.

3. Catalog Filing Backup

   Insufficient staff, complex filing rules, and tightly packed catalog drawers frequently combine to create catalog filing backup.

4. Temporary Removal of Cards from Card Catalog

   Cards are often missing from the card catalog due either to staff members' removing them for revision purposes or to user vandalism.

5. Overburdened Public Service Personnel

   Increased demands placed on a stable or decreasing number of staff make it difficult to provide personalized public service leading to the library users' success.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	MATERIALS NOT CATALOGED	**113**	**3**	
University of Arizona				**A guide to the microform collection is currently being revised and enlarged.**
Arizona State University				**All micro materials are cataloged. KWOC indexes are used for some categories of printed material.**
University of British Columbia				**A concerted effort has been made to acquire and to develop analytics for microform sets in particular. (These have been made available to other libraries). A separate document catalog is maintained to provide access to uncatalogued documents. KWIC indexes have been used on a limited basis to access some report literature and vertical file materials.**
University of California/Berkeley				**Preparation of "Microcopy Collections"'**
University of California/San Diego				**Brief listing by means of microfilming of title page then printing on catalog cards.**
University of California/ Santa Barbara				**Annotation of existing bibliographies:[4] e.g. Pollard and Redgrave; Wing; Blanck; Three Centuries of Drama, etc.**

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[1] See Figure 2 cover sheet for complete description of obstacles.
[2] Respondents to the SPEC Services Survey were asked to assess the seriousness of a particular obstacle on a scale ranging from "No Obstacle" to "Serious Obstacle". Responses were weighted by 0, 1, 2, 3, or 4 with "No Obstacle" equaling "0". Figures in this column represent the computed total weight of each obstacle as designated by respondents.
[3] Data limited to responses written directly on SPEC Survey questionnaire.
[4] Some of response to this question has been deleted due to space considerations.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	MATERIALS: NOT CATALOGED	113	3	
Case Western Reserve University				**Special catalogs by originating agency. Report numbers for accessioning the reports collection. Detailed check-in records for government documents.**
University of Connecticut				**Cataloging more microtext.**
John Crerar Library				**We have no substantial amount of materials in permanent uncataloged category.**
Duke University				**Form cards referring to types of material and location or to printed bibliographies.**
Fine Arts Library of Harvard College				**Photographic documentation files on art are increasingly described in the archival manner, by lot; or the vendor's organization of the material is left unchanged and no attempt is made at integrating the new material into the existing collections.**
Harvard University Frances Loeb Library				**Most materials thoroughly catalogued. Public must access to catalogs prepared by outside sources for some materials, such as U.S. Dept. of Housing and Urban Development Indexes to comprehensive planning reports.**
Widener Library Harvard University				**List of microforms acquired but not catalogued.**

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	MATERIALS NOT CATALOGED	113	3	
Indiana University[4]				For Govt. Publications- General reference cards to Govt. Publs. under names of countries in author Public Catalog and under some subjects in Subject Public Catalog. For Serials- A temporary card for an uncataloged serial on subscription is filed in the Public Catalog upon receipt of the first issue. This card shows where the current issues are shelved.
Iowa State University				A senior cataloger on nine-month appointment does original cataloging full-time in this area.
John Hopkins American Library				Listing in subsidiary catalogs which are placed in proximity to main card catalog.
University of Kansas				We brieflist with just an author title entry in the card catalog.
University of Kentucky				Set up microform cataloging section. Have begun some cataloging of government publications.
University of Massachusetts				Microforms Area-staffed most hours the library is open. Documents -- A supplementary catalog is being produced with the assistance of clerical staff and computer programs which enhances access to the material.
University of Maryland				Cards in the catalog referring to such collections, e.g., "For other works by...". Special indexes, lists, inventories, etc. of such collections.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	MATERIALS NOT CATALOGED	113	3	
University of Michigan[4]				**Local cataloging records have been prepared for many major sets of microforms by the Microform Reading Room.**
University of Minnesota				**Reliance on publishers' and distributors' catalogs.**
National Agricultural Library				**There is main entry access in the public catalog for dissertations and information cards for technical reports on microfiche. Resource Development staff disseminate procedural information to Library Service as necessary.**
National Library of Medicine				**Brief listing of all uncataloged materials in an on-line data base (INPROC). KWOC Index being developed.**
New York Public Library Research Libraries				**In-process file lists items in acquisition process or in deferred cataloging. Item can be retrieved for reader. After use, item is automatically cataloged.**
New York State Library				**Guide to uncataloged collections.**
Northwestern University Library				**Form cards in public catalog for uncataloged materials.**
Ohio State University				**Pre-cat material is circulated under pre-assigned number. Microforms and technical reports are cataloged. All material is available for searching by the public on computer files.**

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN

RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	MATERIALS NOT CATALOGED	113	3	
Purdue University				No special procedure but awareness on part of public service staff of need to give assistance. Also more extensive cataloging is being introduced notably for technical reports.
Smithsonian Institution				Study in progress to determine alternate means of retrieval.
Southern Illinois University				We are going to catalog all microforms.
Syracuse University				Provides Indexes; Provides computer access to uncataloged monographs.
Temple University				NASIC affiliation. For large uncataloged sets of microforms access is provided through use of existing published indexes.
University of Texas				List of newspapers, most of which are currently uncataloged.
Tulane University				Lists and inventories of some materials have been prepared for public use.
University of Utah				A loose-leaf service on major microform sets that are not cataloged is provided at each reference desk. Government Documents are emphasized at all reference points.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	MATERIALS NOT CATALOGED	113	3	
University of Oregon				KWOC Indexing for some special collectives.
Pennsylvania State University				Discussion of Machine-Readable Record.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	MATERIALS NOT CATALOGED	113	3	
University of Virginia				Catalogs and KWIC indexes of documents, manuscripts, etc., handout on technical reports collection.
University of Wisconsin				Our unprocessed materials are very soon represented by temporary cataloging under main entry in the Public Catalog.
Wayne State University				Temporary main entry card in main Public catalog.
Washington University				Have projects started to analyze more monographic series, some microform collections; however there are many other microform collections which are not used sufficiently because there are no cards in the public catalog.
University of Washington				Some additional staff has been assigned to make analytics for the many titles included in large microform series.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	CATALOGING BACKLOGS	81	9	
University of Arizona				Library has a rush procedure which makes the book available.
Arizona State				Backlog is rigidly controlled by date and normally small.
Brigham Young University				A main entry card is placed in the catalog for all materials received. Items in process are available through the accession number on the author card.
British Columbia University				Most materials are controlled through a computer based acquisition system, providing access via COM lists by author, title & series. Some backlogs of Asian materials accessible by card files and through Acq. system. Items listed as in process can be requested by users and retrieved from processing.
University of California/Berkeley				BIP (Books in Process) list on microfiche. Temporary records in the public catalog.
University of California/San Diego				Complete In-Process Procedure and File.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	CATALOGING BACKLOGS	81	9	
University California/Santa Barbara				Brief listing in Author-Title Catalog (simple entry only).
John Crerar Library				Though uncataloged, our arrearage is represented at least by a main entry in our card catalog, and all publications are physically located with others of same time period and subject matter.
Dartmouth College Library				Daily updated public in-process list provided for public use.
Duke University				Brief listing and demand cataloging.
Florida State University				Temp slips are filed in main catalog and materials can be retrieved quickly and cataloged upon request.
Baker Library Harvard University				Books waiting to be cataloged arranged by title in cat. dept. Weekly list of all books on-order or in-process produced, also arranged by title.
Frances Loeb Library Harvard University				Copy of order form filed in card catalog until book cataloged. Rush cataloging on request.
Widener Library Harvard University				There is a tub file of books on order and received but not yet cataloged.

FIGURE 2

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LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	CATALOGING BACKLOGS	81	9	
University of Illinois/Urbana				Rush cataloging system for requested items.
Indiana University				Latin American backlog is available by accession number. Slavic backlog is available on the floor above the Catalog Dept. Arabic(Middle East) PL480 are controlled by two cards each. One card the Subject Specialist files by number; second card grouped in subject groupings. Chinese: Access through the special Order File. Undergraduate library; serials cataloging section has an in-process file which helps in locating uncataloged materials. Biology library: Always uses temporary cards.
Iowa State University				Titles can be "rush" cataloged or loaned without being cataloged.
John Hopkins University				We have a "Fast Cat" system which puts materials previously in a departmental backlog out in a public browsing area and allows these items to circulate until fully cataloged; author/title listing in main catalog.
Joint University Libraries				There is a computer print-out of uncataloged materials available.
University of Kansas				We brieflist these with author-title entries. We hope to be able to use OCLC. Have requested additional catalogs.

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LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	CATALOGING BACKLOGS	81	9	
Massachusetts Institute of Technology Libraries				Pre-cat system.
University of Massachusetts				Order slips in Public catalog.
University of Maryland				Print-outs (main entry, but we are considering changing to title) of on-order and in-process material; but to some extent there is a lag in getting items listed if part of a large purchase, e.g. a "collection".
Michigan State University				A copy of the order slip is filed in the public author/title catalog for all items in backlog. With decreased rate of acquisitions, backlog is being repidly eliminated.
National Library of Medicine				Backlog is numbered and listed in an on-line data base (INPROC) KWOC Index being developed.
University of Nebraska				Joined OCLC in August 1975.
New York Public Library Research Libraries				In-process file lists items in acquisition process or in deferred cataloging. Item can be retrieved for reader. After use, item is automatically cataloged.

FIGURE 2

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(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	CATALOGING BACKLOGS	81	9	
New York State Library				In-process card file; computerized documents acquisition control system (new).
Northwestern University				Temporary card filed by main entry in Public Catalog; user requests at Circulation Services Desk; book delivered within one week.
Ohio State University				Materials can be obtained by main entry in card catalog, or by author-title search on LCS.
University of Oregon				All current cataloging going up in machinable form at BNA which supplies system products, i.e., cards, labels and later microfiche supplements to microfiche catalogs.
Pennsylvania State University				LIMCAT
University of Pittsburgh				Backlogs are under bibliographic control by author- either through in-process listing or through brief listing in Card Catalog.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	CATALOGING BACKLOGS	81	9	
Tulane University				Lists and inventories of some materials are maintained.
University of Utah				Titles on the In Process-On Order File can be requested by patrons, attempts made to locate and process materials on a rush schedule.
University of Virginia				Rush cataloging procedures.
Yale University				Automated in process list giving status of all backlog items.
University of Wisconsin				Temporary cataloging provided with accession type numbering of titles.
Washington University				Backlog is numbered and dated; book will be cataloged if requested; within the very near future, we will be reducing backlog period; OCLC has also helped.
University of Washington[4]				The bulk of uncataloged material is shelved alphabetically by "main entry" and is represented in the card catalog by only a main entry card.

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(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	CATALOGING BACKLOGS	81	9	
Smithsonian Institution				A priority system is being developed and a list of materials for which cataloging has been deferred is being considered. At present we have a computer generated In-Process File and control shelves where material may be located.
Southern Illinois University				Pre-cataloging filing of cards alleviates this problem.
Stanford University[4]				User access to bibliographic records for titles ordered thru BALLOTS, stored on-line in the In-Process File. Titles in the arrears ordered in the manual mode are not directly available to the user. Requests for these titles will put the cataloging/processing on a priority basis to provide the user with the requested title(s) soon after the Catalog Department receives the request.
Syracuse University				Provides computerized and browsing access to these materials and circulates them.
Temple University				Books for which LC copy is not immediately available are processed for the "W" Collection and circulated. After six (6) months to a year, they receive full cataloging.
University of Texas[4]				Special projects have eliminated backlogs of most uncataloged materials.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	CATALOG FILING BACKUP	75	10	
University of Arizona				PLATO IV program presents basic filing rules.
Arizona State University				Joining OCLC will cut down on card arranging.
University of British Columbia				COM lists of currently cataloged items provide access for users until cards are filed in the catalog. The period of coverage can be regulated according to the extent of delay in filing.
University of California/Berkeley				We recently shifted and now have expansion room for five years. Normally we have about 50,000 unfiled cards--approximately 3-4 weeks backlog.
University of California/San Diego				We have obtained more cases as needed.
University of California/Santa Barbara				Not usually a problem, except for new books which have been cataloged, but for which cards (with call numbers) are not yet prepared and filed.
Case Western Reserve University				Filing is done on a daily basis and there is no large backlog.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	CATALOG FILING BACKUP	75	10	
John Crerar Library				There exists no significant filing backup in Crerar at any given time.
Florida State University				Temp slips in the main catalog.
Georgetown University				If filing backlog begins to build up, we try to hire additional students on a temporary basis. We have also added another part time position of a card catalog revisor and filing supervisor.
Frances Loeb Library Harvard University				Cards are filed regularly - no appreciable backlog.
Widener Library Harvard University				There is a tub file of books on order and received but not yet cataloged.
University of Illinois/Urbana				File temp cards immediately.
John Hopkins Library				Two FTE positions cover the Bibliographic Center. They supervise students filing and professional catalog maintenance about one-half of the time.
University of Massachusetts				Computer produced cards in filing order permit direct filing without time-consuming breaking down and sorting of card sets. Reference staff revised filing in subject catalogs.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	CATALOG FILING BACKUP	75	10	
University of Maryland				Filing is up-to-date largely because whenever a backlog seems to be developing, staff is redeployed from through Technical Services to maintain filing currency.
University of Michigan				Temporary catalog records are filed (under main entry) in all catalogs immediately upon completion of cataloging.
Michigan State University				We file all main entry cards in the Main Library's author/title catalog as quickly as possible. Working on developing a larger core of permanent filers. We shift and expand areas in the card catalogs where drawers are packed too tightly.
National Agricultural Library				A temporary entry or a copy of the receipted order is retained in the public catalog until card sets are filed. Should the filing fall too far behing, information is available on-line and through book catalogs.
National Library of Medicine				On-line access to catalog data base (CATLINE).
New York Public Library Research Libraries				All public catalogs now officially closed.
New York State Library				Plan to freeze and film the public catalog.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN

RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	CATALOG FILING BACKUP	75	10	
Ohio State University				Main entries are filed as soon as possible; subject and added entries are filed later.
University of Oregon				By summer we will be closing at least one branch catalog and plan to move in others as users adopt to Fiche catalogs.[4]
Purdue University				Information cards in catalog.
Rutgers Universityy				Adding card catalog cabinets, projects to identify filing errors, reexamined filing rules, making complete filing rules available to users, signs for user aids, locating card catalog close to the reference desk.
Smithsonian Institution Libraries				In-Process File and Control File are available to users. Filing is a high priority among processing activities.
Southern Illinois University				Catalog personnel are stationed at the public catalog to explain rules and assist patrons.
Stanford University Libraries				Cards are filed before the book is available; Filing is kept current on a daily basis.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	CATALOG FILING BACKUP	75	10	
Temple University[4]				Filing is according to "Simplified Rules of Filing."
University of Texas				Use of OCLC terminals to locate recently cataloged materials for which cards have not been produced and/or filed.
University of Utah				Catalog Assistance Desk in Card Catalog. OCLC might alleviate filing backlog to some degree and call numbers are available from In Process-On Order file from time the book is cataloged until cards are filed.
University of Virginia				Rush cataloging procedure.
Wayne State University				Library system refiled entire catalog system making it a divided catalog with subject catalog with guide cards arranged in reverse chronology.
University of Washington				All cards for currently cataloged titles are filed within 2-4 weeks after cataloging. (This applies to the public union catalog in the main library.)

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	TEMPORARY REMOVAL OF CARDS FROM CARD CATALOG	57	11	
Arizona State University[4]				Special flag inserted when card is removed.
University of California/Berkeley				We have a maintenence operation which continuously replaces missing cards. Printed catalogs of the Library and the National Union Catalog are checked as well as our Library's official shelf list under the appropriate class numbers.
University of California/San Diego				We place temporary cards or removal notification in the file when cards are removed.
Case Western Reserve University				Shelf list charge cards.
John Crerar Library				Cards are not removed from the official catalog except when suspended by new or corrected cards.
Dartmouth College Library				Microfilmed catalog for insurance against vandalism or accident.
Duke University				Use of temporary card.
Baker Library/Harvard University				Dummy card is filed to replace main entry.

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN

RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	TEMPORARY REMOVAL OF CARDS FROM CARD CATALOG	57	11	
Fine Arts Library Harvard College				**Temporary cards indicate which main cards are momentarily not in the catalog and give name of cataloger who is working with the user. User thus has access to original cards if needed.**
University of Illinois				**Use of drop card system.**
University of Iowa				**Temporary slips are placed in the catalog under main entry and in the shelf list.**
Iowa State University				**Temporary cards are filed at main entry for cards removed by staff.**
John Hopkins Library				**Temporary slips for staff use.**
Joint University Libraries				**There is a computer print-out of uncataloged materials available.**
Massachusetts Institute of Technology				**The library puts a temporary card in the catalog during revision.**
University of Maryland				**Removal cards are always filed in the public catalog and in the shelf list when permanent cards are removed for correction or addition.**

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	TEMPORARY REMOVAL OF CARDS FROM CARD CATALOG	57	11	
University of Michigan				**Temporary records are used when cards are withdrawn. Replacement files are created for lost or stolen cards from microfilm copies of the catalogs and other sources.**
National Agricultural Library				**"Outslips" are substituted for the main entry of card sets removed by staff from the card catalog. They are date stamped and initialed.**
National Library of Medicine				**Special "CARD OUT" card filed in catalog. Essential information handwritten on card.**
New York State Library				**Dummy used to replace cards removed.**
Northwestern University				**Temporary main and shelflist slips used when card removed.**
Ohio State University				**Card catalog is microfilmed to facilitate replacement of cards.**
University of Pennsylvania				**Provide "Temporarily Removed" card in catalog.**
Pennsylvania State University				**Temporary slips for reclassification.**

FIGURE 2

DEALING WITH COMMON OBSTACLES TO BIBLIOGRAPHIC ACCESS IN RESEARCH LIBRARIES

(DATA COLLECTED FROM SPEC USER SERVICES SURVEY CONDUCTED IN NOVEMBER 1975)

LIBRARY	OBSTACLES[1]	TOTAL WEIGHT OF OBSTACLES[2]	RANK OF WEIGHT	SPECIAL PROCEDURES OR TECHNIQUES DEVELOPED TO ALLEVIATE OR COMPENSATE FOR THIS OBSTACLE
	TEMPORARY REMOVAL OF CARDS FROM CARD CATALOG	57	11	
Rutgers University				**Temporary cards, making corrections at the catalog.**
Smithsonian Institution				**Use of "card-out" slip by Libraries staff.**
Temple University				**Temporary card with call number and author/title information is filed and is removed when hard card refiled.**
University of Utah				**A temporary main entry is always filed when card sets are removed, so as long as we can track down the main entry we can always find call numbers.**
University of Washington				**Few cards are withdrawn from the main catalog for processing purposes since the Official Catalog cards are used for adding copies and additions.**

THE PENNSYLVANIA STATE UNIVERSITY
INTER-OFFICE CORRESPONDENCE

Date: April 24, 1972

From: Edward R. Johnson, ERJ Assistant Director for Technical Operations

To: All Branch Librarians and Department Heads

Subject: Limited Cataloging, Pamphlet Cataloging, and Discard

In January of this year an Ad Hoc Committee on Processing was appointed to consider alternative processing possibilities for certain categories of material such as the ever-increasing numbers of pamphlets and other ephemera in the library. The committee's proposals for Pamphlet Cataloging and Discard have been adopted as the policy of the Catalog Department. The Limited Cataloging policy being adopted expands the previously existing routine. For your information these policies are attached.

The decisions on which books will go into LimCat, PamCat, or Discard will be made by a librarian with the rank of Senior Assistant Librarian or above. Subject specialists will be consulted whenever their fields are involved. Branch librarians when sending material for transfer to the Catalog Department should specify: "LimCat," "Discard," "PamCat," or "Pattee."

In the words of the Committee, LimCat, PamCat, and Discard will "provide the way for the quick processing and thus public availability of pamphlets, ephemera, etc. Having a way to handle these materials will provide the means for clearing our storage areas, and more important, will give public access to materials which are difficult to process but valuable because of their subject content."

Your cooperation will go a long way toward increasing the expeditious handling of these kinds of library materials.

ERJ:cmt

PAMPHLET CATALOGING

Scope

This routine applies to published materials of slight physical format of interest because of subject content. It excludes:

1. Older pamphlets (10 or more years old). These are candidates for LimCat.
2. Pamphlet series. If series is important, cat as serial.
3. Documents. UN and US document pamphlets, which should be returned to Documents librarian.
4. Arts exhibition catalogs. See that routine in the manual.
5. Technical reports for the Engineering Library. Send these uncataloged to Engin. which will do its own cataloging.
6. Pamphlets for branches. Send to branches for housing or cataloging decision. Delete from DP. If returned for cataloging, must be accompanied by original orf and catalog decision indication.
7. Slight volumes where the interest is primarily in the author, e.g. literary works.
8. Pamphlets of more than usual importance to PSU collections.
9. Pamphlets with LC copy. If NUC copy, cataloger will make decision.

Cataloging

1. Main entry.

   Use title as main entry at cataloger's discretion. Always include author statement. Make added entries only when absolutely essential to find the book. Make title card for items entered under author.

2. Series.

   Make series as added entry when appropriate.

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grc

Cataloging (cont.)

3. Make whatever subject headings are appropriate.
4. Do not make ulc or PSt cards unless entered under author.

Classification

Classify in an LC number consisting of

1. The alphabetical part of the LC classification (1 to 3 letters)
2. On the 2d line, Pam
3. On the 3d line, last 2 digits of year and accession number, e.g. 72-1
4. If the catalog dept. knows that there is a collection of pamphlets on a certain subject, a more specific classification will be assigned

Mechanical

Do not pam bind. Ownership stamp and write call no. on upper left corner of cover in ink. Underline main entry as usual.

The pamphlets should be put in a box in the stacks. Oversize pamphlets may be folded to fit box.

PamCat decisions

The decision to place material in pamphlet cataloging shall be made by a librarian of at least Senior Assistant Librarian rank or upon recommendation of the Branch Librarian or subject specialist. There may be occasions when the decision will be to do full cataloging even though a book does fall within the above categories.

DISCARD POSSIBILITIES

1. Offprints or reprints from books we own, unless needed for popular demand, e.g., reserve (in this case send uncataloged to UGL) or unless specifically recommended by a subject specialist who knows the library owns another copy (in this case consider PamCat.).

2. Thesis ed. of foreign dissertations published more than 20 years ago. Keep only if subject specialist wants; otherwise may be sent to Center for Research Libraries.

3. Temporary or project descriptions. Consider vertical file treatment.

4. Outdated textbooks of no historical value, if the library owns a later ed. Can be sent to Center for Research Libraries.

5. Textbooks below college level, unless specifically requested. Can be sent to the Curriculum Materials Center.

6. Programmed textbooks, except for statistics, linguistics, and library science. Can be sent to Curriculum Materials Center.

7. Non-English translations of foreign language material if the library has the original and/or an English translation, if the translation was not purchased for some special reason, e.g. notes. Foreign language translations of English language works, unless purchased for some special reason or recommended for retention by a subject specialist. cf. LimCat 6.

8. Supplements and indexes to works we don't own; fragmentary sets. Keep only if Acquisitions will make an attempt to secure the missing parts, or if the parts we do have are of value in their own right, or if there is a specific request for them. Check with subject specialist and Reference.

9. Unintentional duplicates. Acquisitions should offer to branch libraries, CCL, etc.

10. Devotional religious books, unless of historic value or written by major religious writers. Consider donation elsewhere.

11. Books published more than 50 years ago on specialized subjects not collected by PSU, e.g., the history of the Massachusetts General Hospital.

12. Juvenile or popular books of no great merit published more than 20 years ago, unless there is a specific request for them.

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grc

DISCARD POSSIBILITIES

13. Non-distinguished editions (especially paperbacks) of standard works, unless needed for popular demand or for comprehensive collecting in the area.

14. Earlier editions if the library owns a later edition, and there is no great popular demand for the book and the earlier editions do not possess special historical or bibliographic value.

15. Minor or pamphlet "outlines" or synopses intended as helps for students; but not major compilations such as Masterplots.

16. Sheet music.

17. Foreign language readers, unless the only edition the library has of a standard work.

DO NOT DISCARD

1. Any books ordered on a series standing order.

2. Any book ordered by a subject specialist, branch librarian or faculty requestor.

3. Any book on a subject that is a PSU speciality. The list includes, but is not limited to:

   Australiana
   Cervantes
   French Cathedrals
   Giraudoux
   Hemingway
   Labor Relations
   Linguistics
   Local Documents
   Mexico
   Monetary Theory
   Mushrooms
   Negroes
   O'Hara
   PSU Publications
   Pennsylvania
   Recreation
   Statistics
   Urban Transportation
   Vietnam
   Women's Movement
   State Services Fields:
      Agriculture
      Classics
      Home Economics
      Languages and Literature in Dewey Classes 400, 870-899
      Mathematics
      Psychology
      Slavic Language Materials

   See also Rare Books list of its separately shelved collections.

DISCARD DECISIONS.

The decision to discard material shall be made by a librarian of at least Senior Assistant Librarian rank or upon recommendation of the Branch Librarian or subject specialist.

LIMCAT CATEGORIES

1. Books (other than those listed in 4-8 below) printed more than 50 years ago. For reprint editions, the reprint date rather than the original date of publication is to be considered.
   Exception: Music scores are to have full cataloging, except sheet music which will generally be discarded.

2. Scientific, technological and religious books copyrighted more than 20 years ago.

3. Selected literary works, including

   A. Fiction of minor literary value published more than 20 years ago (except Australiana, to keep the collection together).

   B. Editions of "classic" authors (Shakespeare, Homer, Goethe, etc.) published more than 50 years ago, if the library has modern, readable editions fully cataloged. Consider discarding before doing LimCat.

4. Selected textbooks, including

   A. Outdated editions of historical value. If the library does not own a later edition, do full cataloging. If not of historical value, discard (consult branch librarians and subject specialists).

   B. Literary works in foreign languages published as readers, with vocabularies, notes, etc. Consider discard first; cf. discard list no. 17.

   C. Textbooks in foreign languages on the college level. If below college level, discard. cf Discard list, no. 5.

5. Foreign (non-English language) dissertations, thesis ed., published more than 20 years ago, if recommended by subject specialist. Otherwise send to Center for Research Libraries. However, non-English language theses which have been reprinted or issued in a trade edition are to be fully cataloged unless they fall into another LimCat category.

6. Non-English translations of foreign language works, provided that (1) the library has the work in the original language and/or an English translation of it; and (2) the translation was purchased for a specific reason, such as critical notes. If condition (1) is not met, do full cataloging. If condition (2) is not met, discard. Foreign language translations of English language works should follow the same criteria unless there was a positive recommendation for its purchase. Translations of literary works may be important in their own right and should be fully cataloged if so.

7. Minor Canadiana.

8. Works in languages which are not part of the curriculum (e.g., Tibetan, Zulu, Arabic; but not Japanese, Chinese, Hebrew).

9. Other books not falling in the above categories, particularly foreign language books, if they seem to be of minor scholarly importance and not likely to be in popular demand.

10. Pamphlets more than 10 years old. These may be entered under title at the catalogers discretion.

The decision to place material in LimCat shall be made by a librarian of at least Senior Assistant Librarian rank or upon recommendation of the Branch Librarian or subject specialist. There may be occasions when the decision will be to do full cataloging even though a book does fall within the above categories.

CATALOGING:

1. Follow AA rules to establish entries and to describe the book; long titles may be shortened.

2. Give subject headings if they can be assigned without undue difficulty.

3. Added entries: in general, only distinctive titles, or entries needed to find the book when the main entry is obscure.

4. Series will be traced according to usual practice.

GENERAL INFORMATION:

1. Books with LC card copy may go into LimCat the same as those without it; the determining factor will be the categories of inclusion.

2. Duplicates will not be cataloged LimCat. They will be returned to Acquisitions for returning or discarding.

3. As a general rule this material will not be mended, bound or rebound. It should be tied up or placed in brown envelopes.

4. Books will not go to new book shelves.

UNIVERSITY OF CALIFORNIA — BERKELEY

AUTOMATED LITERATURE SEARCH SERVICES — DESCRIPTION

10 November 1975

To: R. M. Dougherty
J. G. Flener
Cabinet
LAC
Department Heads

SELECTED PORTIONS:

From: Anne Lipow, Berkeley Campus Coordinator for the Center for Information Services (CIS)

SUBJECT: UCB GUIDELINES FOR IMPLEMENTING COMPUTERIZED SEARCH SERVICES

The attached document is being submitted for your consideration and approval. It was prepared by a subgroup of the Berkeley CIS User Group, some 30 Bay Area librarians who meet monthly to discuss matters relating to computerized information retrieval. This subcommittee is made up of representatives of major UCB library units or groupings. Besides myself and Jo Robinson, Training Coordinator for CIS, subcommittee members are: L. Farrell (Natural Resources Libraries); R. Kane (Biological Sciences Libraries); S. Kaufman (Education/Psychology Library); S. Klugman (General Reference Service); B. Lukens (Earth Sciences Library); G. Nichols (Documents Department); and C. Snyder (Graduate Social Sciences Library). Also, the document has the approval of George Dea, whom the subcommittee consulted on matters dealing with charging, billing, and accounting.

The document provides internal guidelines for those library units and searchers already involved or soon to be involved in computerized literature searching. If approved, it should probably be reviewed after six months, especially with the aim of adopting performance standards (e.g., how soon after a request is submitted will the search be conducted?) and policy statements regarding what to do when things go wrong (e.g., patron refuses to pay).

Our most immediate need is for funding described in Section J, Points 2 and 4; your early recommendation on this question will be appreciated.

Because of the uneven development of computerized information services on our campus, a comprehensive statement has not yet been written to justify what service we now give and to provide the foundation for future steps we hope to take. In its absence, let me briefly try to put our current position in some context, as I see it:

Since the late 1960's, libraries--in particular, special libraries--have taken advantage of technological advances in the use of computers to offer what may well constitute the major public service innovation of the last 50 years: computerized literature searching. Only in the last five years have such services begun to mushroom among academic libraries, while in the last year they have been offered by a few public libraries.

The service is unique in the history of librarianship as practiced in academic and public libraries in that it moves the profession forward from one primarily concerned with archival functions and inventory expertise to one much more actively involved in the dissemination of information. That is, the academic and public librarian's role will increasingly be that of an information specialist.

The marvel of such a service is the incredible speed with which the bibliographies can be compiled, the thoroughness of information that can be provided, and the ability to handle questions so complex that manual searching would be impractical. The patron receives a list of citations, printed by the computer, giving author, title, source, and often extras such as abstract and assigned subject terms, as well as other information, depending on the individual file searched.

Our library has made an impressive beginning in offering computerized searches. We have had close contact with the CIS representative for the Northern campuses, Jo Robinson, who has provided ongoing training for the CIS current awareness service. Some 20 librarians have been involved, to a lesser or greater extent, in providing the CIS current awareness service to over 400 patrons, primarily in the disciplines of life sciences, education and agriculture.

Also, librarians in biological and health sciences have been providing computerized searches on the MEDLINE data base and related files for over 2 years.

Last March, the Library acquired the New York Times Information Bank, for which 18 librarians, mainly in the General Reference Service, were trained to perform searches.

As a total library system, we are now ready to take on more: more kinds of service--that is, on-line retrospective searches as provided by Lockheed and Systems Development Corporation (SDC)--and more time devoted to such searching. We are fortunate in having an enthusiastic group of librarians ready to be trained or upgrade the skills they have already acquired. In fact, we are caught in the dilemma that unless we take on "more" in a wholehearted way so that the service may be properly publicized and used, we run the danger of losing the ability to handle even what we manage now.

##

IMPLEMENTING COMPUTERIZED SEARCH SERVICES AT U.C. BERKELEY

Prepared by a subcommittee of the Berkeley Center for Information Services User Group: L. Farrell, R. Kane, S. Kaufman, S. Klugman, A. Lipow (chairperson), B. Lukens, G. Nichols, J. Robinson, C. Snyder

A. Data Bases, Fee Schedule, & Library Units Offering Service

Table 1 lists most of the data bases that are expected to be of interest to the U. C. Berkeley community, along with a fee schedule. Items marked with an arrow are priority targets for UCB librarians. Those items not marked, as well as others, may be added as time, staffing, training and funding permit. The fee schedule applies to University of California patrons. Non-UC patrons will be charged an additional $20.00 per search, unless an overriding agreement exists. Any library unit may limit service to UC clientele as workload and availability of personnel so dictate. (Exception: MEDLINE searches will be conducted for health professionals in the East Bay, in accordance with the UC-MEDLINE contract.)

The search charge is based on an average connect time of 20 minutes; a "standard search" will generally require 10 to 20 minutes but may take up to 30 minutes of connect time. If a search runs over 30 minutes, the patron may be asked to pay overtime charges as listed in Table 1. (See attached guidelines for anticipating overtime searches, Appendix A.)

Library units offering service are shown in Table 2.

UC Berkeley Standard Search Rates
10/23/75 DRAFT

TABLE 1

DATA BASES, STANDARD SEARCH CHARGES, OVERTIME AND CITATION CHARGES

Data Base	Standard Search fee (10 to 30 minutes)	Overtime (per minute over 30)	Off-line Prints (per citation, excluding tax)	
			Lockheed	SDC
→ASI (based on American Statistics Index)	$40	$1.67	----	$.25
→BIOSIS (Biological Abstracts & BioResearch Index)	30	1.20	.10	----
→CAIN (Cataloging & Indexing File, National Agricultural Library)	15	.53	.05	.12
→CHEMCON (Chemical Abstracts Condensates)	25	.86 (1.00 SDC)	.08	.12
→CIS (based on Congressional Information Service Index)	40	1.67	----	.25
CLAIMS/CHEM (American Chemical Patents)	60	2.62	.10	----
CLAIMS/GEM (American Patents, general, electrical)	60	2.62	.10	----
COMPENDEX (Computerized Engineering Index)	30	1.20	.10	.20
→ERIC (Educational Resources Information Center)	15	.53	.10	.20
EXCEPTIONAL CHILD EDUCATION ABSTRACTS	15	.53	.10	----
FOUNDATION GRANTS DIRECTORY	30	1.12	.30	----
FOUNDATION GRANTS INDEX	30	1.12	.30?	----
→GEO-REF (Bibliography and Index of Geology)	30	1.25	----	.20
→INFORM (Abstracts of Business Information)	30	1.20	.10	.20
INSPEC: Electrical and Electronics Abstracts and Computers and Control Abstracts	25	.86	.10	----
INSPEC: Physics Abstracts	25	.86	.10	----
ISMEC (from Institution of Mechanical Engineers)	25	.86	.10	----
LIBCON (Library of Congress cataloging)	45	2.00	----	.25
→MEDLINE Family			Cost of citations included in search fee	
AVLINE	00	----		
CCALINE	10	----		
MEDLINE	7	----		
TOXLINE	10	----		
→NTIS (National Technical Information Service: Government Reports Announcements)	20	.70 (1.00 SDC)	.10	.15

TABLE 1 (continued)

Data base	Standard Search fee (10 to 30 minutes)	Overtime (per minute over 30)	Off-line Prints (per citation, excluding tax)		
			Lockheed	SDC	NYTI
NYTIB (New York Times Information Bank)	$25[1]		----	----	.10[1]
OCEANIC ABSTRACTS	25	$1.02	.10	----	
POLLUTION ABSTRACTS	35	1.50	----	.15	
PREDICASTS family of data bases					
Domestic Statistics	35	1.61	.20(also on-line	----	
EIS Industrial Plant Statistics	35	1.61	.50	display or typ	
F&S (Funk & Scott) Indexes	35	1.61	.20		
Market Abstracts (Chemical & Equipment)	35	1.61	.20		
PSYCHOLOGICAL ABSTRACTS	25	.95	.10	----	
SCISEARCH (Science Citation Index)	30	1.28	.10	----	
SSCI (Social Sciences Citation Index)	30	1.28	.10	----	
SSIE (Smithsonian Science Information Exchange)	40	1.83	----	.25	

---

[1] NYTIB search charge includes up to 50 citations; after 50, the charge is 10¢ per citation.

Note.--Prices are subject to change. These prices were obtained as follows: The hourly cost of data base access plus telephone charges ($7.00 for Lockheed, $0.00 for SDC, assuming that tie-line is used) was divided by 60, to obtain the per-minute rate for the data base. The standard search rate was calculated at an average 20 minute-per-search rate. A surcharge of $5.00 per search was added to cover costs such as terminal paper, terminal repair, etc. Results were rounded to the nearest multiple of 5. Lockheed per-minute rates were used in calculating the standard search fee for those data bases available on more than one search service. SDC per-minute overtime rates were added for the convenience of those who may need to use SDC on these data bases.

B. Terminal Sites

For the present, librarians performing searches will use terminals located at the Public Health Library and the General Reference Service in the Main Library.[1]

C. Personnel and Basic Training

The following librarians are available for performing searches. They are grouped according to the approximate amount of training they need to become skilled searchers: FT = has had little or no experience and full basic training is required (up to 10 hours); ST = has had experience on some data bases but needs some training on others (up to 5 hours); LT = has had considerable experience and little or no basic training is needed (up to 1 hour).

FT (10 hours)

Lila Chandra
Bea Lukens
Gail Nichols
Sondra Shair
Carol Snyder

ST (5 hours)

Tom Alexander
Louise Eastland
Peter Evans
Dorothy Gregor
Jeanine Hinkle
Sonya Kaufman
Simone Klugman
Margaret Lee
Anne Lipow
AnnMarie Mitchell
Frances Tong

(LT (1 hour)

Eva Carroad
Grace Doty
Lois Farrell
Rita Kane
Evelyn Kiresen
Ingrid Radkey
Jo Robinson

Basic training has two components: (1) learning to manipulate the system(s) (DIALOG, ORBIT, NYTIB), which can be and is being accomplished in group sessions sponsored by CIS (nearly everyone listed above has had such training); and (2) learning to search the data bases effectively, which can be accomplished only by individual practice gained in performing live searches. Estimates vary as to how much "learning time" at a terminal must be allowed for a librarian adequately to master the search techniques. Our training estimates above are based on published studies from other search services and we believe are realistic for the Berkeley environment. Given the individual training needs indicated above, we estimate that a total of 112 hours of search time should be funded by the Library (see Section J). The funds would be used to make up the cost of overtime searches when that extra time is taken in grappling with new situations. In addition, all searchers will need to attend update sessions and special data base workshops and conferences whenever possible.

---

[1] Upon approval of this document, telephone equipment in the General Reference Service will be modified to provide access to Lockheed and SDC.

D. Inter-Unit Cooperation

Whenever efficiency of searching can be improved by doing so, the units may cross-refer users. For example, Biology Library might refer their users who need a search on the CAIN data base to the Agriculture Library and would, in turn, accept requests for MEDLINE searches from the Agriculture Library. Also, when any unit is overburdened with searches, rather than turn the requestor away, the unit will try to find an available searcher elsewhere on campus, or may ask Anne Lipow to find such a person. Jo Robinson and Anne Lipow should be considered back-up searchers as needed.

E. Charging

The flat-rate method of charging which UCB has adopted should both recover out-of-pocket costs and require minimum paper work to administer. The recoverable costs include actual invoice charges from vendors; communication charges; equipment rental; and miscellaneous charges, including terminal supplies, and maintenance, repair and replacement of equipment. Price schedules will be submitted to the Campus Recharge Committee for approval.

F. Collection of Payments

Before any search is conducted, the patron should sign a form indicating awareness and acceptance of the charges. An example of such a form is attached, Appendix B. In the case of the New York Times Information Bank and MEDLINE searches, payment will normally be collected before the search is conducted.

Cash payments will not be accepted. Patrons may use the following methods of payment:

(1) Personal check or money order, made out to "Regents of the UC."
(2) Campus account number or Purchase Order number against which the Library Business Office will institute charges for payment.

The Library will need to establish an income and expense account, including a sub fund for recharges (sub 9), so that income may be deposited and bills from vendors, telephone company, etc. paid. Until this is accomplished, units will send weekly to Marilyn Thomassen, Library Business Office, any monies collected, along with a record of the transaction. Each unit will also maintain its own records of transactions.

G. Publicity

Information about computerized literature searches in general, listings of the data bases offered (including those accessible through our CIS current awareness service), and library service outlets will be publicized (cf. Section J4).

H. CIS Procedures for Activating Lockheed and SDC Search Service Agreements

See attached memorandum from Jay Cunningham to Library Council, dated 15 September 1975 (Appendix C).

I. Demonstration Sessions

Demonstrations to library staff and patrons will be scheduled in order that both groups be as aware as possible of the capabilities of the search services. Since SDC and Lockheed have agreed to offer some free demonstration time, the cost to the Library is expected to be for telephone use only, estimated at $270. It is not yet known whether the New York Times Information Bank will allow such demonstration time.

Demonstration time should be used according to campus guidelines, which will be developed. A draft of such guidelines is attached (Appendix D).

J. Summary of Costs to the Library

1. Training (cf. Section C)

Approx. 112 hrs. of connect time @$70/hr. (average cost)	$7840.00
Communications (82 hrs. to Lockheed @$7/hr. & 30 hrs. to SDC @$11/hr.)	904.00
SUBTOTAL	8744.00

Note.--Full support for this amount, plus that portion of the communication cost of demonstrating the system to other library staff (see Point 3, below), will be sought from the Staff Development Committee.

2. Modification of equipment in GRS to allow terminal to handle Lockheed and SDC in addition to NYTIB (see page 1, footnote 1)

Installation of tie-line telephone	12.00
Cost of telephone for 1 year, @$11.95/mo.	143.40
Rental of 300-baud data set for 1 yr., @$16/mo.	192.00
Installation of data set	50.00
SUBTOTAL	397.40

3. Telephone costs for demonstrations (cf. Section I)

At an average cost of $9/hr.:

10 one-hour demonstrations to Library staff	90.00
10 two-hour demonstrations to patrons	180.00
SUBTOTAL	270.00

4. Publicity (cf. Section G)

Estimated cost of blanketing a target group of some 9000 faculty, research staff and graduate students in selected disciplines, including purchase of mailing labels and use of Central Duplicating Facility

SUBTOTAL	$ 500.00
GRAND TOTAL	$9911.40

APPENDIX A

WHEN IS A STANDARD SEARCH NON-STANDARD?

Guidelines for Anticipating Overtime Searches

by Jo Robinson

It is suggested that 40 planned terms be the point at which a searcher tells the patron that the cost of the search will be higher than the standard search charge.

The figure was derived as follows: In a study of the productivity of several installations using the ERIC file on Lockheed over 15 trouble-free days, ILR obtained figures on command usage and time. ILR found that the average time per command was .57 minutes. In a separate timing exercise, where ILR searchers reran a search at top speed, an average time per command was .3 minutes. This is too low, because absolutely no "think time" was included.

On the basis of 1/2-minute per command, it is possible to make some rough approximations. The average 20-minute search might contain some 40 commands. Of these, a minimum of 10 commands would be required for overhead (1 BEGIN, 1 END, 3 COMBINE, 2 EXPAND, 1 TYPE, 2 PRINT), leaving 30 commands for terms, or about 30 terms.

If we allow a 30-minute search to be used in getting to the 20-minute average, then we might be dealing with some 60 commands; subtracting 20 for overhead (because in a longer search more overhead, such as more TYPE or COMBINE commands, must be expected), we would then have room for 40 lines, or 40 terms, the suggested estimation figure.

MICHIGAN STATE UNIVERSITY

OFFICE OF COMPUTERIZED INFORMATION SERVICES

It is proposed that there be established within the Michigan State Library an office with primary responsibility for developing, coordinating, and providing access to machine readable bibliographic and informational data bases.

Background:

For the past two years the Michigan State University Library has provided users limited access to bibliographic data bases. The impetus for this effort was given by the National Library of Medicine and the availability of MEDLINE. At the same time, a staff committee working on a position paper on machine readable data bases, recommended expansion of the service.

As we gained experience in handling MEDLINE, we assumed additional responsibilities for data bases offered by System Development Corporation. Staff for the added data bases were "bootlegged" from normal reference services. Theoretically, there was to be one subject expert in charge of each data base. In actual fact, one or two people in the Science Library assumed responsibility for most of the data base searching in the fields of the sciences. Two Reference librarians were trained to provide access to ERIC. As new data bases have become available, personnel has not been immediately available for expanding services. Likewise, no one has assumed responsibility for utilizing the present data bases for internal library use.

During the past year the number of searches ranged from a high of 127 during the month of January, 1973, to a low of 68 in July, 1974. Without assigned responsibility for expansion of data base searching, it is likely that use will decline.

Goal:

The goal of the Office of Computerized Information Services is to expand and promote access to and use of machine readable data bases as a natural extension of the information services of the Michigan State University Library.

Objectives:

There will be four objectives to be met by the Office of Computerized Information Services:

(1) To coordinate and develop a more effective and efficient program for providing data bases for the library user and internal library use.

(2) To identify and provide access to other data bases that seem most likely to meet user or library needs.

(3) To administer necessary support facilities to develop the program and to provide current information on utility and cost.

(4) To evolve plans for future development and organization to meet the demands for this service.

Implementation:

In order to implement the program, we will create an administrative unit headed by a librarian who will serve as a coordinator and will be responsible for our data base services. The coordinator will work closely with participating librarians on development of services and assistance to the users. One of the primary responsibilities of the coordinator, in addition to coordinating present programs and providing some search services, will be to work with other library units in the development of internal use of data bases. Also, the coordinator will be responsible for making recommendations regarding access to and methods of service for new data bases, such as New York Times. (A job description for the position is attached.)

Rationale:

There is no dispute, at least among the library faculty, that providing access to bibliographic and information data bases is a logical extension of our accepted information function. For us not to provide such service is an abdication of the information function and might well lead to erosion of the library role at Michigan State University.

There is less agreement among the library faculty on how best to organize to provide access to data bases. The arguments for decentralized service do not consider expansion of programs and accountability for service and development; the arguments for centralization do not consider the habits of the user, the interrelation of print and computer sources and the time required for searching. A decentralized service gives emphasis to subject knowledge; a centralized program emphasizes knowledge of file organization and skill in developing search strategy.

The proposed program combines the advantages of centralization and decentralization by assigning responsibility to one person for program development and implementation by the coordinator and participating librarians from Reference and the Science Library. The machine knowledge and skills of the coordinator will supplement the subject knowledge of the participating librarians.

Since no one person can do all searching and promotion alone, the coordinator will be required to recruit assistance from a variety of sources, especially from participating librarians. In the final analysis, however, it will be the coordinator who is accountable for the success or failure of the program.

MICHIGAN STATE UNIVERSITY

LIBRARIES

JOB DESCRIPTION

Title: Coordinator of Office of Computerized Information Services

Functions: Under general supervision of Assistant Director for General Readers Services develops and coordinates bibliographic data base services and activities.

Characteristic Duties:

1. Recruits participating librarians and develops appropriate training programs for use of data base services.
2. Works with personnel in other library departments for utilization of data bases in internal library operations.
3. Schedules terminal use, searching interviews, and maintains appropriate records.
4. Conducts searches when participating librarians are not available and on new data bases prior to arranging for assistance from participating librarians.
5. Makes recommendations to the Assistant Director for expansion of data base access and services.
6. Performs other duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in library science from an ALA accredited library school.
2. Knowledge of (a) file organization of data bases, (b) inter-active systems, and (c) computer applications of information services.
3. Demonstrated interest in and knowledge of library information services: both traditional and non-traditional.
4. Experience in use of terminals for input of bibliographic inquiry.
5. Leadership ability in gaining cooperation of other staff members for data base services.
6. Ability to work without supervision.

Salary: $12,000

Availability: January 1, 1975

(3) To administer necessary support facilities to develop the program and to provide current information on utility and cost.

(4) To evolve plans for future development and organization to meet the demands for this service.

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4. Experience in use of terminals for input of bibliographic inquiry.
5. Leadership ability in gaining cooperation of other staff members for data base services.
6. Ability to work without supervision.

Salary: $12,000

Availability: January 1, 1975

SELECTED PORTIONS:

THE LIBRARY AS LEADER: COMPUTER ASSISTED INFORMATION SERVICES AT NORTHWESTERN UNIVERSITY

A Report of the NULCAIS Committee on the Present Status, and Proposals for the Future, of Computer Assisted Information Services at Northwestern University Library

Members of the Northwestern University Library Computer Assisted Information Services (NULCAIS) Committee:

James Aagaard
Leslie Bjorncrantz
Dee Brooks
Adele Combs
Elizabeth Furlong

Bruce Miller
Mary Roy
Thein Swe
Guy Westmoreland
Helen Yarbrough

December 4, 1974

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SUMMARY OF THE REPORT

In March of 1974, Northwestern University Library's Committee on Computer Assisted Information Services (NULCAIS) undertook a study to make recommendations for the role of the Library in providing information services based on computerized data bases. The study set out to identify and describe those data bases and services existing and available at Northwestern and also those in the greater Chicago area accessible to Northwestern affiliates. Largely on such an inventory and upon the qualitative and quantitative aspects of that inventory, the Committee sought to suggest ways and means in which computerized information services could be continued, and, if feasible, expanded in scope at Northwestern. The existence of services both at Northwestern and in the surrounding areas has been presented in flow-chart form with accompanying explanations on the processes charted. In the suggestions for the continuation and expansion of services the report has taken a management approach in that the marketing of services, i.e. the allocation of resources, distribution of service points or nodes, the division of labor between service points including personnel involved has been stressed. In addition, the report discusses the relative advantages between batch and on-line services, and, in essence, addresses itself to how best the Library can mobilize its resources to maximize its information services.

Outline of Recommendations

The crux of the recommendation contained in this report is that the Library should, as an intermediary, continue and expand its activities in providing information and document retrieval services to its clients through reliance upon computerized data bases. This recommendation does not preclude various groups on campus such as departments and schools to act as end-users in their own attempts to retrieve information. Rather, the recommendation is presented within the milieu of the Library as a source for information and in the context of changing patterns and developments in the abstracting and indexing activities predominant in the information handling world.

Specifically, the report calls for:

1. Discontinuation of subscription to National Technical Information Service (NTIS) ⊏same data base will be available through Systems Development Corporation (SDC) and Lockheed⊐,

2. Contractual arrangements to be made between the Library and commercial outlets such as SDC and Lockheed,

3. A terminal to be placed in the Reference Department and a terminal in the Tech. SDI Office with hours of service as suggested,

4. The Library to subscribe to the New York Times Information Bank,

5. Continuation of existing batch services in addition to new on-line services as they are available through commercial firms, and,

6. Personnel identification and grouping as recommended in the organization chart on page 25.

SUMMARY OF THE REPORT: COSTS

Estimated Costs for 1975-76 for SDI Services Recommended by NULCAIS

Training (one-time costs)

Lockheed and SDC training seminars (Fees and transportation to Palo Alto, Calif., for 2 seminars for 2 people)	$ 1,000.
Staff training for 12 staff members $45 - Average cost per hour of computer time $10 - TYMSHARE cost per hour $55 - Total cost per hour	
12 staff mem. x 2 hr./staff mem. x $55/hr.	$ 1,320.

Equipment costs

Telephone line in Reference Department	$ 50. yr.
Telephone line in Technological Institute Library	$ 50. yr.
Terminal costs 2 terminals x $140/mo. rental x 12 mo./yr.	$ 3,360. yr.
Subtotal	$5,780.

Staff and professional time costs

Professional time 3,500 searches/yr. x 1/2 hr./search x $6.00/hr.	$10,500. yr.
Staff time 3,500 searches/yr. x $ .64/search	$ 2,240. yr.
Total	$18,520

SUMMARY OF THE REPORT: TIMETABLE

Timetable for Establishment of
On-line Services via SDC and
Lockheed at NUL.

1. Naming of Social Science and Science Coordinators [Duties include responsibility for planning marketing approaches and maintenance and development of current and future offerings of computer assisted information services at NUL in their respective subject areas, with technical advice from the Information Systems Development Office.] - within two weeks after approval of NULCAIS report.

2. Ordering two terminals, one for the Reference Department and one for the Tech. Library - within one month after approval of NULCAIS report.

3. Signing contracts with Systems Development Corporation (SDC) and Lockheed - within one month after coordinators are named (Point no. 1).

4. Training of 2 librarians at training institutes outside NUL - within two months after signing contracts with SDC and Lockheed (Point no. 3).

5. In-house training of prospective profilers at NUL - within one month after arrival of terminals in Reference Department and in Technological Institute Library.

6. Initiation of SDC and Lockheed on-line services at NUL - within one month after arrival of terminals in Reference Department and in Technological Institute Library.

7. Initial marketing of on-line services (strategy and methods planned by the coordinators) - within one week after the services have been initiated.

8. Acquisition of New York Times Information Bank - within nine months to one year after the SDC and Lockheed services are operational.

INTRODUCTION TO THE FULL REPORT

Two fundamental assumptions have been made about the Library's role in the provision and management of computer assisted information services at Northwestern University. The first of these two assumptions is that the increase in need for bibliographic information in support of teaching, learning, and research is a direct result of an exponential growth of literature in recent years. Based on this assumption, therefore, is the stipulation that the demand for increasing information and the supply found in the proliferation of literature can only be equalized through reliance upon non-conventional means of bibliographic control and literature retrieval. The conclusion follows that literature information services must, of necessity, go beyond traditional boundaries and practices and seek the advantages and assistance of computerized data bases.

The second assumption is that expressed needs for computer assisted information services prevalent among the academic community at Northwestern are sufficiently intense to warrant the Library's involvement and dedication in attempts to meet such needs.

Given these two assumptions and the fact that the Library is already engaged in providing some computer assisted information service to its patrons, the NULCAIS committee has prepared the following report containing recommendations for future acquisition, delivery, and management of computer assisted information services on a larger and more comprehensive scale. The report is divided along the sections listed below:

I. Description of existing data bases, services, and tasks at service points in the Northwestern University Library System.

II. Description of data bases, services, and tasks at service points in the Library System if contracted with commercial services.

III. Relative advantages of on-line and batch processing systems.

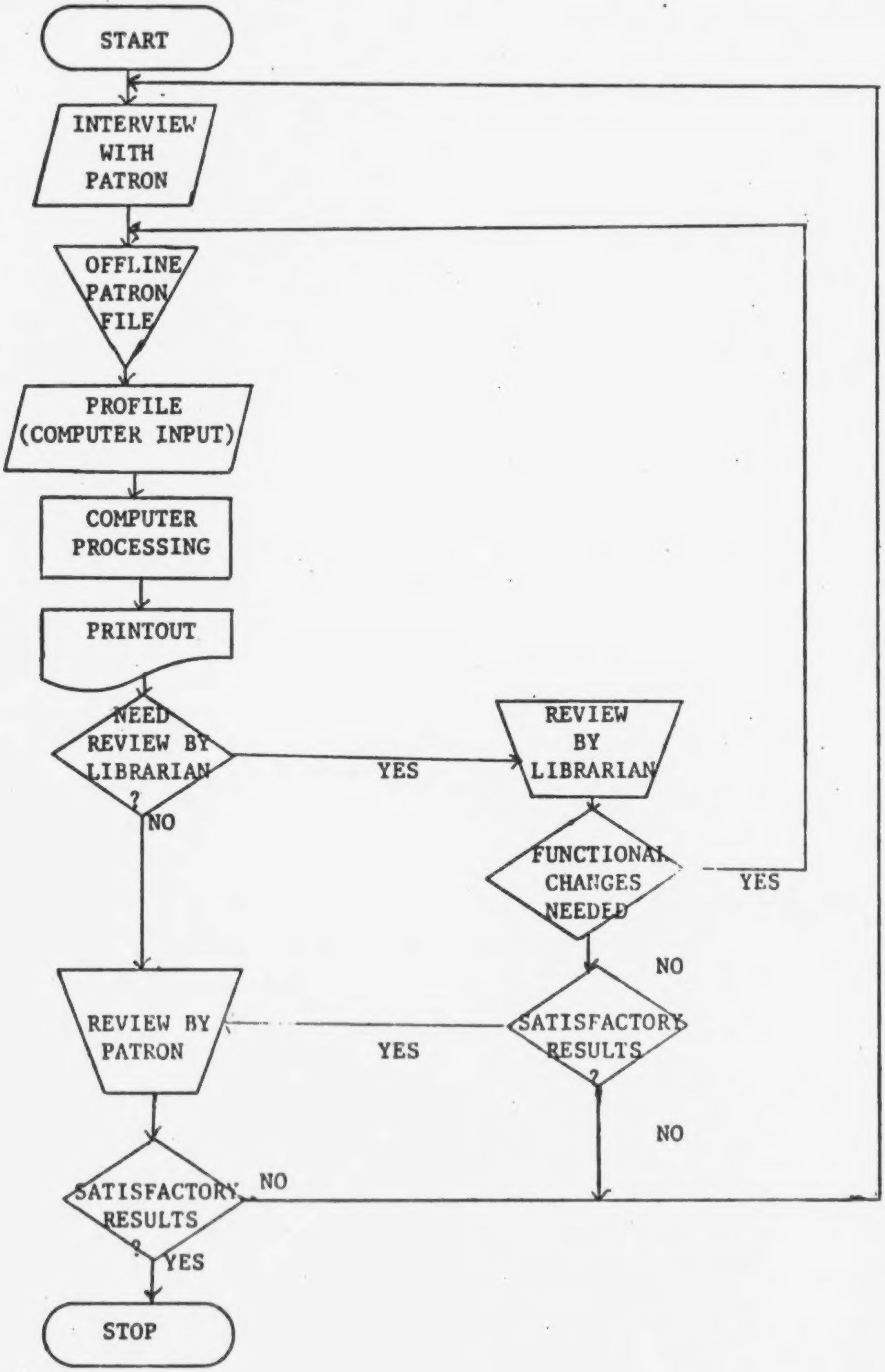
IV. Suggestions for possible combinations of existing batch services and contracted commercial on-line services.

V. Operation of on-line services at NUL service points.

VI. Recommendation for the acquisition of the New York Times Information Bank.

PART I. Description of Existing Data Bases, Services, and Tasks at Service Points in the Northwestern University Library System.

A. Flow-chart of Services and Tasks


START
INTERVIEW WITH PATRON
OFFLINE PATRON FILE
PROFILE (COMPUTER INPUT)
COMPUTER PROCESSING
PRINTOUT
NEED REVIEW BY LIBRARIAN ?
YES
NO
REVIEW BY LIBRARIAN
FUNCTIONAL CHANGES NEEDED
YES
NO
SATISFACTORY RESULTS ?
YES
NO
REVIEW BY PATRON
SATISFACTORY RESULTS ?
NO
YES
STOP

B. General Description of Services and Tasks

1. Type of Service

Two types of services are available from Northwestern University Library: Retrospective searching allows searches of any part of all of the tapes which we have in a specific data base; current awareness searching allows a client to put his search on file to search all new tapes arriving for a specific data base.

2. Service Points

Note the location listed under each service.

3. Clients

Questions may be submitted by faculty, staff, and students of Northwestern University.

4. Interview Time

Unless otherwise noted the time is from 8:30 a.m. to 5:00 p.m. Monday to Friday.

5. Profiler

The librarian designated to interview the patron varies with the department. Note the profiler listed under each service.

6. Profiles

During the instruction-interview process, the librarian and client construct a search profile on the client's research area/s, using (a) Profile Development Record Forms(s). Details of construction and logic operations are added or rewritten by the librarian, usually after the interview. Upon further analysis of the profile and/or investigation of the question/s, the librarian may consult the client again in person or by telephone before finalizing the profile.

7. Profile Form Keypunching

The profile record as constructed for keypunching is keypunched by the SDI Assistant, by the librarian, or by keypunchers supplied by Circulation Services. For the current awareness file, an update for the new profile's addition to the complete file of standing questions is also prepared and keypunched at this time.

8. Proof Reading Cards

Punched cards are proof read by the department from which they originate or the coordinating department.

9. Card Deliveries

Cards are delivered to the Administrative Data Processing Center for processing.

10. Retrospective Computer Search Procedure

Cards are processed by the computer by comparing them to the tapes on file for the data base requested.

11. Current Awareness Search Procedure

Patrons' profiles are maintained on disk storage and searched against each new update tape of the data base the patron has requested.

12. Printouts

Printouts are returned to the coordinator whose department requested the search. The coordinator supervises the processing of the printouts for distribution to clients. Student assistants* do the actual processing such as separating printouts by number, matching them with copies of the original profile form, recording statistics on the number of hits found for each search, identifying each search by the client's name, and delivering the printouts to the appropriate department. The student assistant* also records statistics for these searches. Statistical data includes the number of hits for the profile, the date, and the CPU time.

a. For Retrospective Searches

The printout always goes to the librarian who wrote the profile for review.

b. For Current Awareness Searches

The printouts should be reviewed by the librarian who wrote the profile, the first three or four times that it is returned and about every fifth run thereafter to insure that it is returning all pertinent information. Otherwise the statistics should be recorded and it should be sent to the patron (Step 16).

13. Functional Changes

The profile is reviewed for any errors that were made in the formatting of the question and returned to Step 6 to correct the profile on file.

14. Results

If the results of the search are not satisfactory the patron should be asked to return for further interview. Otherwise the printout is ready for the patron.

---

* The SDI Assistant has these responsibilities at the Tech. SDI Office

15. **Review by Patron**

The patron calls* for his printout at the service point where he made the request. For those on campus who request it, printouts can be mailed through the campus mail. The patron should review his printout and ask for another interview with the librarian if the results are not satisfactory.

16. **Advertising and Marketing**

Advertising, marketing and promotion of the SDI services are handled by the coordinators. Recommendations and suggestions from other librarians about possible clients to contact are sought and welcome.

17. **Charging**

Some of the SDI services are partially paid for by the patrons. Note the charges listed for the service.

Each service is listed on the following pages.

---

* The Tech. SDI Office delivers the printouts to patrons in Tech., Hogan and the Science Libraries.

Lockheed Dialog On-line Bibliographic Information Retrieval Service for the University of Nebraska-Lincoln Libraries

The University of Nebraska-Lincoln Libraries would like to implement the Lockheed Dialog On-line Information Retrieval Service. Dialog will provide on-line computer access to a wide variety of bibliographic data bases in the sciences and social sciences (see enclosed list). If this service is available in the UN-L libraries, faculty and students with a need for rapid, comprehensive searches of current and retrospective citations in their areas of research specialization can search the appropriate on-line data base in minutes. Manual coverage of the same literature using hard copy indexes often requires hundreds of work hours. Hard copy indexing is often six or more months behind while computer sources are usually current to within a few weeks.

The need for the Lockheed service has been identified at UN-L. Faculty frequently request the service, and the similar SDC (System Development Corp) service operated by the medical library at UNMC reports a $3 - 4,000 per year business for UN-L users for ERIC, one of the data bases offered by both SDC and Lockheed. UNMC is not able to adequately service its medical data base customers as a result of the volume of requests from Lincoln. Concomitantly, availability only in Omaha is bad for the Lincoln customer as he must place his order by telephone or drive to Omaha. Availability of a terminal in Lincoln allows the customer to be present, which is the ideal situation for a high-quality search result. This request for Lockheed-Dialog results from a cooperative effort wherein UNMC agrees that UN-L should acquire the Lockheed service in order to assure complete instate coverage of all available bibliographic data bases.

How is the Service Acquired?

1. The library must have a teletype compatible printer terminal with acoustic coupler (see attached order). Connection with the Lockheed computer occurs via standard telephone and the TYMNET communications network or WATS directly to California.

2. The appropriate university official must sign the standard Lockheed contract. Only computer connect time (see charge schedule), off-line print charges, and TYMNET are billed by Lockheed. If the service is not used, no charges are incurred. Lockheed will train Lincoln staff (see below for charges). No term of commitment is required; service may be initiated on a trial basis if desired.

What is the Cost to the UN-L Libraries?

1. Startup Costs (January 1-June 30, 1976)

Texas Instruments 735 portable printer terminal	$ 720
Training by Lockheed personnel (est.)	900
Supplies (paper, etc.)	100
Printing of Service Brochures and forms	100
Communications during startup	100
User manuals	20
Computer time for training additional operators	300
Total startup costs:	$2,240

2. Continuing Costs (yr)

Terminal $120/mo.	$1,440
Supplies and maintenance	250
Yearly Cost	$1,690

Library Funding?

Funds have been identified in the current UN-L library budget to pay for the library portion of the above costs for the Lockheed service during the first 6 months of 1976 and thereafter.

Typical Cost to the User?

	15 min WATS	15 min Long Distance +TYMNET
Computer connect time, e.g. CAIN at $25/hr. 15 minute average search	$ 6.25	$ 6.25
Off-line print, 125 citations at .10	12.50	12.50
Communications	2.25	6.56
Total to User:	$21.00	$25.31

User charges would be paid out of grant/contract accounts departmental operating funds, or out-of-pocket. UNMC has indicated the willingness of Lincoln customers to pay this level of charge for the service. Charges will vary with search time, data base used, and number of off-line citations printed.

How would the Service Work?

Two service points will be established initially (hence the portable terminal); at C.Y. Thompson and Love Libraries. The customer (faculty or student) will make an appointment for service. Library staff will interview the user and establish the appropriate search terms. The data base requested may be searched with the user present. When the search is completed, the user will be charged a fee based on data base used, communications available and number of citations printed. When the off-line print arrives in a few days, it can be picked up or mailed.

What Alternatives were Evaluated?

Only one comparable alternative is available, the SDC service offered by UNMC. Lockheed offers several data bases not available from SDC. Better instate coverage is obtained if Lincoln acquires Lockheed Dialog rather than duplicating SDC services.

Who Would be Allowed to Use the Services?

First priority is given to University of Nebraska faculty, staff, and students. Second priority goes to faculty and students of any Nebraska post-secondary or academic institution. Third priority users will be taxpayers and business concerns of the State of Nebraska.

STANFORD LIBRARIES COMPUTER SEARCH SERVICE REFERENCE MANUAL DRAFT VERSION

Date: 10/31/75

SELECTED PORTIONS

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4.0 PROCEDURES AND FORMS

4.1 Summary of How a Search is Handled

Each search is processed using the procedures and forms in section 4.2. This is a narrative description of how a typical request is handled by the library staff.

Inquiries about the computer search service are handled at almost every library service point on campus. Only four major libraries will have designated Searcher-librarians who conduct search interviews and do terminal searching. Each service point has brochures, fee schedules Request forms and other printed information about the search service. All public service librarians and any library assistants they chose are given an orientation to enable them to answer simple questions, give a patron appropriate printed material and a Request form and make a referral to a Searcher-librarian for more information or an interview.

If, after reviewing the printed material and fee schedule, the patron wants a search, the librarian gives the patron a Request form and uses a Referral form to direct him/her to the Searcher-Librarian who will searches a data base appropriate to the topic. The patron makes an appointment for a search interview.

All searches are preceded by an interview of about 15-30 minutes. The search topic is described in detail on the Request form and payment is received. When the search is accepted a patron file is set up containing all forms needed to process the search. The search is assigned a number and entered on a Log where each step in the search process is entered. The Log makes the status of every search visible.

The Searcher-librarian analyzes the search and formulates the search statements and logic before signing on the terminal. At the terminal the librarian conducts the search and either prints a short citation list at the terminal or orders a printout to be mailed to the library.

When the citation list or bibliography is available the patron is notified and given the amount of any balance due. After payment the bibliography is given to the patron along with an evaluation form, an explanation of the format of the citations in the list and a list of suggestions on how to get copies of documents.

Each patron is asked to evaluate the search and if the evaluation form is not returned a followup contact is made. Appropriate statistics are kept at each stage of the search and reported as described in section 4.4

4.2 Procedures

Procedures in this section are those common to all participating libraries. Each major library will decide how it will collect fees for the service. Other procedures covering situations unique to one major library will be prepared by that library.

DRAFT 4: October 8, 1975

*indicates lines revised or added since draft 3

STANFORD LIBRARIES COMPUTER SEARCH SERVICE--GENERAL POLICIES

These policies will guide the conduct of the Stanford Libraries Computer Search Service during its first year of operation. The policies are individually numbered for reference, review and revision purposes. They will be revised as a result of the first years experience. The term major library in the statements refers to participating libraries on the University Library Council, Jackson Library, Lane Library, Law Library and the University Libraries.

1.0 ACCESS AND USE POLICIES

1.1 Searches will be accepted from Stanford faculty, staff and students.

1.2 As exceptions to this policy, Lane Library will continue to provide searches of its National Library of Medicine data bases to its present non-Stanford users, and the Law Library will offer service to members of the California Bar.

1.3 Initial inquiries about the service will be handled by any library
*on campus. Each library will have search request forms and other
*printed material available and the staff will be able to answer gen-
*eral questions about the service. Detailed inquiries and formal
*search requests will be referred to the appropriate major library.

1.4 A search request is submitted to and accepted by the major library
*with the data base(s) relevant to the search request. More than one
*major library may process a request if it involves data bases they
*regularly search.

1.5 Inquiries will be accepted by phone, in writing or in person. Users will be encouraged to make search requests in person and by appointment if possible to assure a thorough evaluation of the request.

2.0 SERVICE POLICIES

2.1 Each major library will assume responsibility for searching data bases within its area of subject or disciplinary competence. Appendix 5.1 lists data bases assigned to each major library.

2.2 Each major library will assign at least one searcher-librarian to analyze requests, conduct searches and process results.

2.3 Two kinds of searches will be offered, Standard Searches and Custom Searches. Standard Searches cost a fixed fee and are limited in search time and number of citations printed. Custom Searches cost a variable fee depending on actual search time and actual number of citations retrieved and printed.

2.4 If the results of a Standard Search exceed the citation limit the user will have the option of paying for the additional citations.

2.5 Searches will be accepted only on completion of a Search Request
*Form and payment of the required fee or deposit. Lane Library accepts payment of the fee when the search results are given to the user.

2.6 Terminal searching for each request will normally be completed within two (2) working days of the date the request is accepted.
*Results (citations/abstracts) printed at the terminal are available
*immediately. Results printed at the data base holding company are
*subject to any delay in mailing the printout to the library.

2.7 The printed search results may be mailed to the user if fully
*paid for (a Standard Search) or it may be picked up at the time final

*payment is made, (a Custom Search).

2.8 Unsatisfactory results will be reviewed with the user to determine if any improvement can be made. The coordinator-librarian (see 4.3) will review any search at the request of a user or librarian to determine if any additional corrective action can be taken. A careful explanation of the limits of computer searching, a thorough analysis of the request and searching by a librarian with appropriate subject competence will reduce unsatisfactory results to a minimum.

3.0 PAYMENT POLICIES

3.1 Fees will be based on a printed fee schedule available to the user at the time a search is requested and copies will be available at all library service points. Appendix 5.2 contains preliminary fee information.

3.2 The actual or estimated cost of the search will be reviewed with the user when the search is accepted.

3.3 Fees will be based on the cost of computer time plus the cost of printing citations. No charge will be made for librarian time or in*direct costs. Lane Library will continue to use its fixed fee charge for the National Library of Medicine data bases.

3.4 The search fee is paid to the major library that does the search.

3.5 The fixed fee for a Standard Search(see 2.3) is paid in advance. A deposit equal to the Standard Search fee is paid in advance for the Custom Search (2.3) and the balance is paid before the search results are given to the user.

*3.6 A $2 administrative charge is added to each search to cover minor *overall costs such as equipment rental, postage and supplies.

4.0 MANAGEMENT POLICIES

*4.1 Each major library will assign one or more librarian-searchers to analyze requests, search data bases, process results and handle other aspects of the service.

4.2 Each major library will assume responsibility for computer time for training its searcher, for providing terminal access and for any optional costs it elects such as computer time for demonstrations.

4.3 The University Libraries will provide a coordinator-librarian who will advise and assist librarians in conducting the service and carry out common activities.

4.4 The University Libraries will also provide essential support for activies common to the major libraries such as general publicity, preparation and reproduction of brochures and fee information, training coordination, major record-keeping and reporting, and securing printed data base aids.

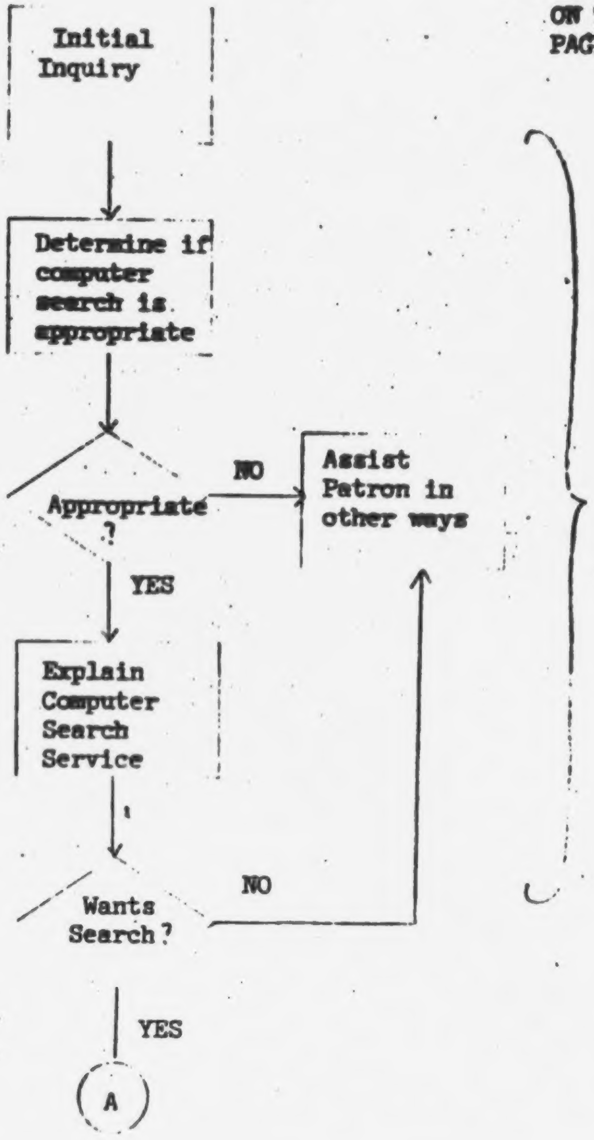
4.5 The coordinator-librarian and the searcher-librarians will constitute an inter-library service group. The group will provide monthly *(quarterly?) reports to the Directors of the major libraries and an evaluative report with recommendations to the University Library Council at the end of the first year of service or on request.

*4.6 Monthly (quarterly?) reports will contain the following essential information: number of completed and in-process searches with cumulative totals, publicity and other activities, income and expenditures, and any user response.

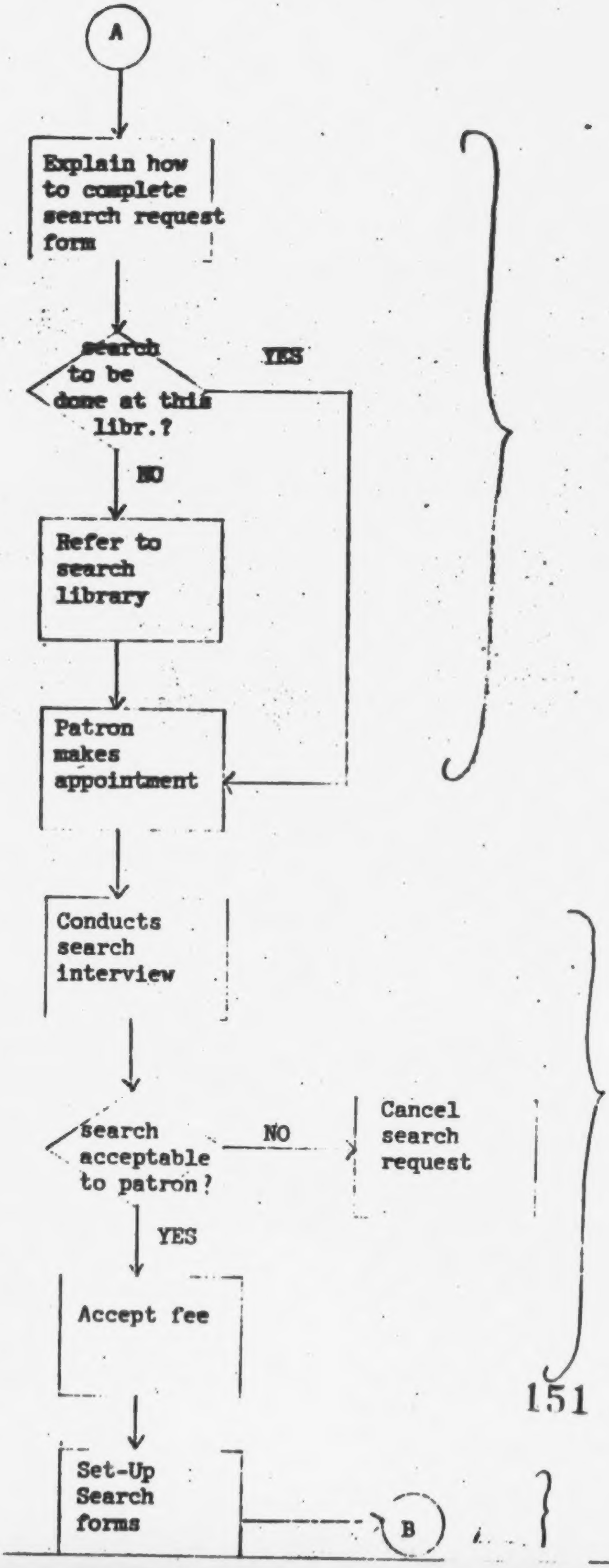
4.7 Each user will be asked to evaluate the search result and detailed comments will be solicited from selected users periodically. *In addition an informal attempt will be made to determine reasons for non-use of the service.

4.8 Significant changes in policies or expenditures will be reviewed with the Directors of the major libraries.

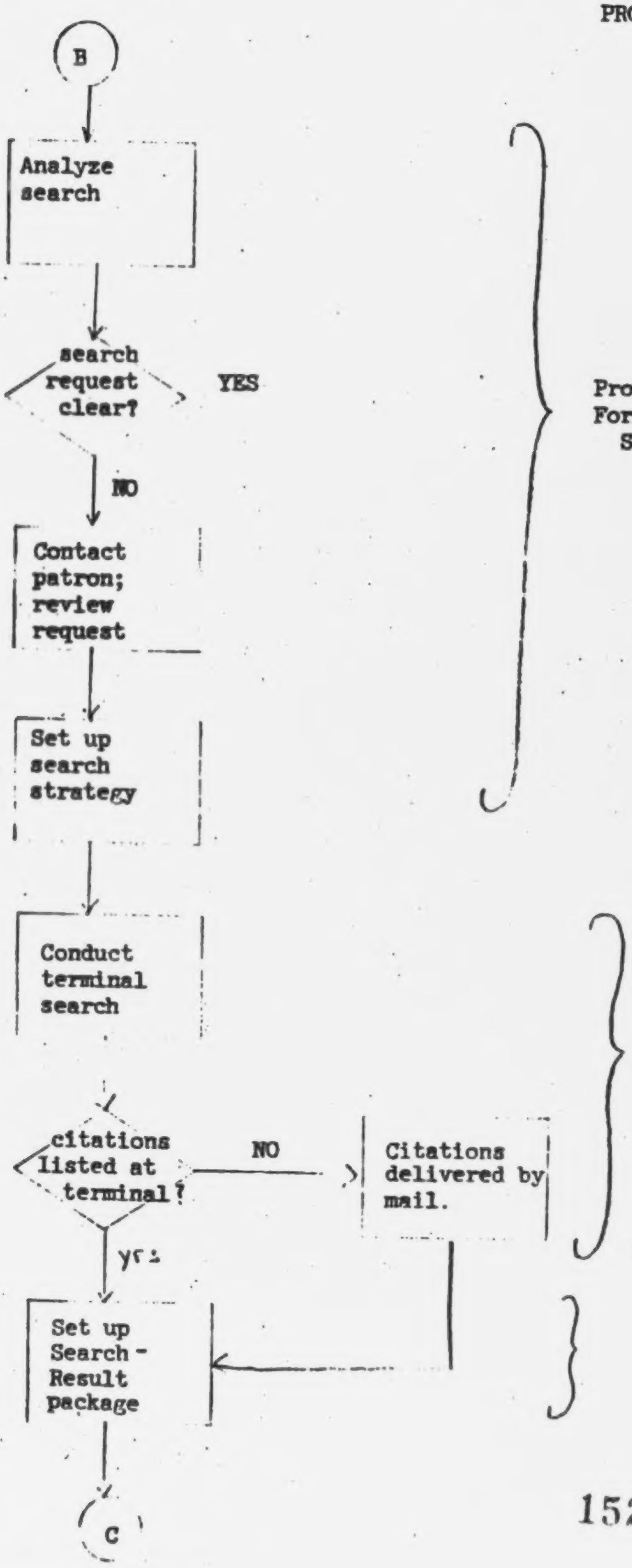
Chart 4-1: PROCESSING A COMPUTER SEARCH REQUEST


Initial Inquiry
Determine if computer search is appropriate
Appropriate ?
NO
Assist Patron in other ways
YES
Explain Computer Search Service
Wants Search ?
NO
YES
A

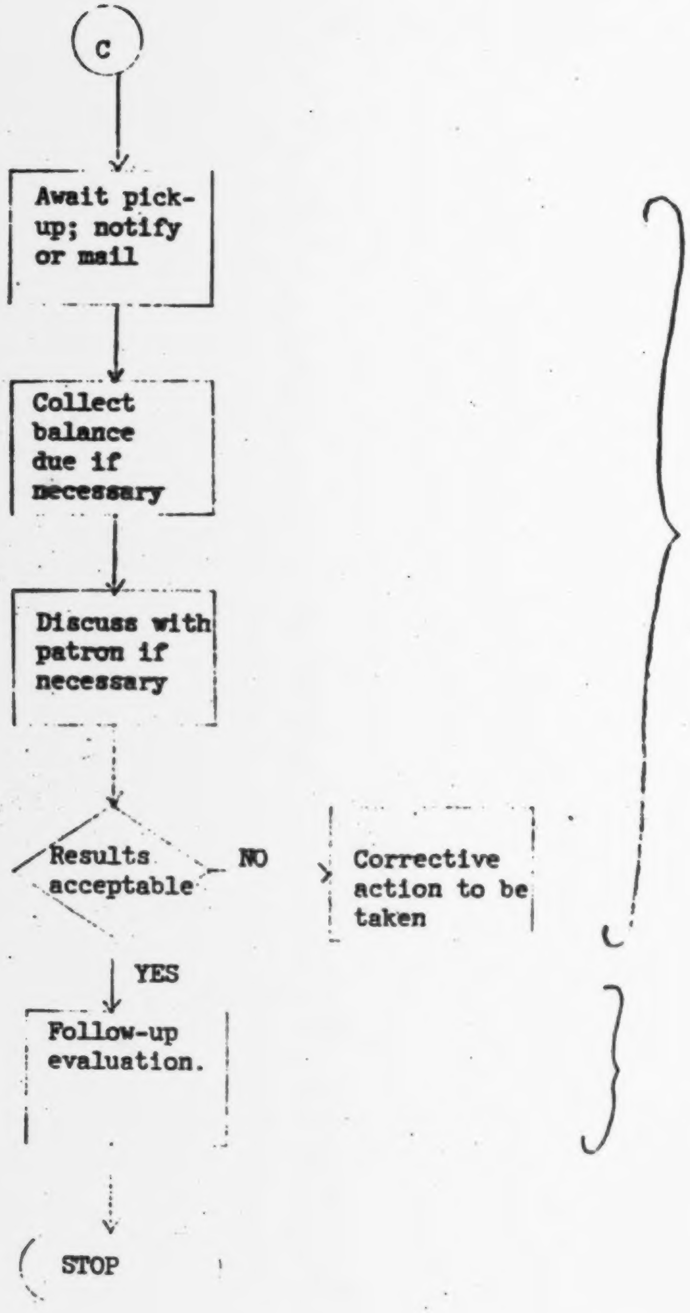
PROCEDURES DESCRIBED ON THE FOLLOWING PAGES.	FORMS TO BE USED (by CS NUMBER)
Procedure 01 Handling Initial Inquiries	Search Referral and Search Request CS-1; CS-2


A
Explain how to complete search request form
search to be done at this libr.?
YES
NO
Refer to search library
Patron makes appointment
Conducts search interview
Search acceptable to patron?
NO
Cancel search request
YES
Accept fee
Set-Up Search forms
B

PROCEDURES	FORMS TO BE USED
Procedure 02 Accepting a Search Request	Search Request; Search Referral as needed CS-1; CS-2
Procedure 03 Conducting a Search Interview	Search Request CS-2
Procedure 04 Set-up Search Forms	CS-2;CS-5; CS-7. CS-8 Search Request, Log Evaluation,


B
Analyze search
search request clear?
YES
NO
Contact patron; review request
Set up search strategy
Conduct terminal search
citations listed at terminal?
NO
Citations delivered by mail.
yes
Set up Search - Result package
C

PROCEDURES	FORMS TO BE USED
Procedure 05 Formulating the Search	Search Request, Formulation, Request Post-Card as needed. CS-2; CS-4; CS-3
Procedure 06 Conducting Terminal Search	Search Request Formulation, Log; CS-2; CS-4; CS-5
Procedure 07 Prepare Search Result Package	Document Location, Search Log, Search Evaluation; Notify post-card if needed. CS-8; CS-7; CS-5; CS-6


C
Await pick-up; notify or mail
Collect balance due if necessary
Discuss with patron if necessary
Results acceptable
NO
Corrective action to be taken
YES
Follow-up evaluation.
STOP

PROCEDURES	FORMS TO BE USED
Procedure 08 Delivering Search Results	Search Request Log, Result Package; CS-2;CS-5
Procedure 09 Follow-up Evaluation	Search Evaluation; Log; CS-7; CS-5

STANFORD LIBRARIES
COMPUTER SEARCH SERVICE

1. Search No.____________
2. Library____________
3. Action dates:
 a)accepted____________
 b)formulated____________
 c)searched____________
 d)print/rec'd____________
 e)notified____________
 f)Sent/picked up________
 g)Balance Pd____________
4. Amt. Pd.____________
5. Balance Due__________

SEARCH REQUEST

6. NAME:________________________________

7. DEPT. ADDRESS________________________________

8. MAIL ADDRESS (if different from above)

____

9. HOME PHONE:________________ 9a. BUSINESS PHONE:________________

10. STATUS: ___Faculty, ___Grad. Student (___R/A or T/A), ___Staff

___Undergraduate, ___Other: specify________________________________

11. SEARCH TOPIC: Describe the subject/topic you want searched. Please state your description in prose. Here is an example: "Citations that deal with the effects of any mutation on the eye color of the fruit fly (Drosophila melanogaster)."

11a. TITLE: Give your search a brief title________________________________

12. KEYWORDS: List terms or phrases that characterize the content of relevant documents. Give synonyms, spelling variations and special uses

KEYWORD/PHRASE	KEYWORD/PHRASE	KEYWORD/PHRASE	KEYWORD/PHRASE
____________	____________	____________	____________
SYNONYMS etc.	SYNONYMS etc.	SYNONYMS etc.	SYNONYMS etc.
____________	____________	____________	____________
____________	____________	____________	____________
____________	____________	____________	____________
____________	____________	____________	____________

13. AUTHORS: List authors whose writings you want.________________

____

14. LANGUAGES: ____English only. ____Any language. Languages in add- to English-Specify: ________________________________

CS-2(12/75)

15. DATE LIMITS: ___Any date acceptable. ___No items before___________

16. ABSTRACTS NEEDED (if present in file searched) ___yes. ___no.

17. TYPE OF SEARCH: Please consult with search analyst if necessary.

___STANDARD SEARCH Limited to 15 minutes online time, 1 data base and up to 25 citations/abstracts.	___CUSTOM SEARCH No limits on search time, data bases searched or citations or abstracts printed.

PLEASE NOTE: THE FEE PAYS FOR A SEARCH. IT IS POSSIBLE THAT NO RELEVANT ITEMS WILL BE FOUND.

18. ADDITIONAL CITATIONS: If the Standard Search produces more than 25 citations indicate if you will pay the additional cost of printing them as follows:

___26-50 citations @ ____cents each. Format____
___51-100 citations @ ____cents each. Format____
___101+ citations @ ____cents each. Format____
___other____

19. FEE LIMIT: If you want a CUSTOM SEARCH, state the maximum amount you are willing to pay for the search, as a guide to the searcher:

$______________________

20. RESULTS: When the bibliography reaches the library you will be notified to pick it up. If there is no balance due it can be sent to you.

___Send by mail if no balance due. ___To be picked up at library.

LIBRARIAN ACCEPTING SEARCH COMPLETES THE FOLLOWING ITEMS

21. DATA BASE(S) ____

22. FEE PAYMENT:
22a. STANDARD FEE $_______. ___Cash, Check No:_____, SU-13 No.________

22b. CUSTOM DEPOSIT $______. ___Cash, Check No:_____, SU-13 No._______

23. INTERVIEW TIME:(to the nearest 5 minutes)_________________________

24. ADDITIONAL INFORMATION TO ASSIST IN SEARCHING:

STANFORD LIBRARIES
COMPUTER SEARCH SERVICE

Search No_______________

SEARCH EVALUATION

PLEASE TAKE A FEW MINUTES TO ANSWER THE FOLLOWING QUESTIONS TO HELP US IMPROVE THIS SERVICE AND TO HELP DETERMINE IF IT SHOULD BE CONTINUED. WHEN FINISHED JUST FOLD IT IN HALF AND PUT IT IN THE INTER-DEPARTMENTAL MAIL OR RETURN IT TO YOUR LIBRARY. THE NAME OF THE LIBRARY IS PRE-PRINTED ON THE REVERSE SIDE.

THANK YOU

1. Was the information and assistance you received when you submitted the search adequate?

____YES ____NO

2. Was the time lapse between submitting and receiving your search reasonable?

____YES ____NO

3. Did the search produce the type of information you desired?

____YES ____NO

4. Compared with manual searching, did the computer search produce:

____MORE ____LESS ____ABOUT THE SAME amount of references?

5. Did the search results justify the expense?

____YES ____NO ____PARTLY

6. Would you use the service in the future for similar problems?

____YES ____NO ____UNSURE

7. Where did you learn about the Computer Search Service?

___LIBRARIAN, ____POSTER, ____PRINTED ANNOUNCEMENT

____FRIEND/COLLEAGUE, ____OTHER______________________________

8. Make any other comments about the service or about the bibliography you received.

CS-7 (11/75)

UNIVERSITY OF PENNSYLVANIA — 1975)

Data Base	Standard Search*	Special Search** Per Minute	Special Search** Per Citation
ERIC	$10	$.60	10¢
CAIN	$10	$.60	5¢
CHEMCON	$10	$.90	8¢
NTIS	$10	$.75	10¢
INSPEC	$15	$.90	10¢
ISMEC	$15	$.90	10¢
Psych. Abstracts	$15	$1.00	10¢
BIOSIS Previews	$15	$1.25	10¢
INFORM	$20	$1.25	10¢
Social SCISEARCH	$20	$1.35	10¢
GEO-REF	$20	$1.45	20¢
Predicasts	$25	$1.70	20¢
Pollution Abstracts	$25	$1.70	15¢
COMPENDEX	$25	$1.80	15¢
SSIE	$30	$2.00	20¢
CIS/ASI	$35	$2.20	25¢
CLAIMS	$35	$2.70	10¢

*Standard Search prices provide for input of up to ten descriptive terms and an output of up to fifty citations retrieved. Additional terms may be input at a cost of 25¢ each and additional citations retrieved at 10¢ each.

**Special Search prices amount to the cost of total number of minutes spent "on-line" plus the cost of the number of citations retrieved. The requestor is present during the search to verify the accuracy of the search.

DATA SERVICES OFFICE
Reference Dept., Van Pelt Library/CH
University of Pennsylvania
Philadelphia, PA 19174

(215) 243-7555

AUTOMATED LITERATURE SEARCH SERVICES — Charge Scl

Van Pelt Library

University of Pennsylvania

243-7554

Since January, 1974, the Data Services Office of the Van Pelt Library Reference Department has been offering computer-assisted literature search services to members of the University community. A growing number of bibliographic data bases are now accessible for immediate "on-line" retrieval of citations to journal articles and other documents.

To initiate a computer search, contact the Data Services Librarian at 243-7554, or come to the Van Pelt Library Reference Desk. The Data Services Librarian or another member of the Reference staff will discuss your topic with you to determine if a data search will be useful to you.

The following two search services are offered to users affiliated with the University of Pennsylvania. Only the latter service is offered to users from other academic institutions in the Philadelphia area.

1. STANDARD SEARCH. Involves a fixed fee (from $10 to $35 depending on the data base), a fixed input (up to ten descriptive subject terms used to access the data base), and a fixed output (up to fifty bibliographic citations retrieved).

2. SPECIAL SEARCH. Not restricted in either cost, input of terms, or output of citations. User pays all direct costs for each minute of computer access time. User is present during the search to actually take part in the search process.

In both these services a bibliography of materials is generated conforming to the narrow subject area delineated by the search. Ordinarily this bibliography is printed "off-line" and delivered to the requestor within four days. However, in a Special Search, the requestor has the option of having the results of the search printed "on-line" at the end of the search.